

**BYRON-BERGEN CENTRAL SCHOOL**  
**Board of Education Meeting**  
**Thursday, August 11, 2022**  
**4:30 p.m. – Professional Development Room**  
**GOVERNANCE TEAM NORMS**

No surprises \* We are prepared, on time, and on task \*  
We support each other to express our thoughts in a cohesive environment \*  
We are objective and open minded \* We always “check in”

**Our MISSION at Byron-Bergen is to...**

inspire, prepare, and support using the VALUES of compassion, humility, kindness, and persistence with the VISION to change the world.

**Board of Education Member Recognition**

<u>Page</u>	
	1. Call to Order/Pledge of Allegiance
	2. President’s Report
	3. Academic Focus - None
	4. Student Council Report – None
	5. Principals’ Comments
	6. Director of Instructional Services Comments
	7. Business Administrator Comments
	8. Superintendent’s Comments and Agenda Review
	9. Consent Agenda (unless Board member requests removal of any item)
1-16	a. Approval of Previous Minutes July 12, 2022
17-26	b. Financial Matters General Fund Bills
27-29	Federal Fund Bills
30-32	School Lunch Fund Bills
33	Capital Fund Bills
34-38	Trust & Agency Fund Bills
39	Debt Service Fund Bills
40-53	Monthly Treasurer’s Report – June 2022
	c. Personnel Matters
	Resignations/Retirement/Termination:
	Resignation – Elementary Teacher – Codie Grazioplene (Eff. 7/12/22)
	Retirement – Confidential Secretary – Patricia Gunio (Eff. 9/30/22)
	Retirement From District – Elementary Teacher – Heather Hill (Eff. 7/31/22)
	Resignation – Cleaner – Thomas Davidson (Eff. 6/30/22)
	Approvals:
54	Byron-Bergen Health & Safety Committee Members for 2022-2023
55-56	2022-2023 Additional Jr./Sr. High Extracurricular Appointments
57	2022-2023 Jr./Sr. High Content Leaders
58	2022-2023 Additional Fall Sport Coach/Advisor Recommendations
59-60	2022-2023 Summer Hours – Teachers/Teacher Aides
61	2022-2023 Elementary Extracurricular Appointments
62	Appointment – Jr./Sr. High Assistant Principal - Kathryn Grattan (Eff. 8/1/22)
	2021 Capital Project Stipend
63	Appointment – Elementary Teacher – Melissa Conaghan (Eff. 9/6/22)

- 64 2022-2023 Mentor Appointments
- 65 Additional Summer Curriculum Writing Hours
- 66 Summer Hours – Special Education CSE Meetings and Trainings
- 67 Appointment – Elementary Teacher - Tammy Stewart (Eff. 9/6/22)
- 68 Appointment – LTS Elementary Teacher – Darlene Sommerfeldt (Eff. 9/6/22)
- MOA between Byron-Bergen Central School and an Employee
- Appointment – Confidential Secretary – Rachel Stevens (Eff. 10/1/22)
- 69-70 Appointment – School Monitor – Teal Langmaid (Eff. 8/30/22)
- d. Miscellaneous Matters
- None
- e. CSE/CPSE Review
- 10. Board Reports/Comments

**REPORTS: VADIR Report – Jr./Sr. High Principal**

- 11. Old Business
  - + 11.1 Policy Committee Update
  - 11.2 Facilities Committee Update
  - 11.3 Budget Committee Update
  - + 11.4 Audit Committee Update
  - + 11.5 SOAR Update
  - + 11.6 Positive Recognition
  - + Designates Board will address issue at this meeting.
- 12. New Business
  - 12.1 Approval of Policy # 7552 – Student Gender Identity
  - 12.2 Approval of Policy # 8110 – Curriculum Development, Resources, and Evaluation
  - 12.3 Approval of Policy # 8320 – Textbooks, Library Materials, and Other Instructional Materials
  - 12.4 Approval of Policy # 8330 – Objection to Instructional Materials and Controversial Issues
  - 12.5 Approval of Policy # 8340 – Instructional Materials and Nonpublic School Students
  - 12.6 Approval of Byron-Bergen Sports Boosters MOA
  - 71-110 12.7 Approval of 2022-2023 District-Wide School Safety Plan
  - 111-121 12.8 Approval 2022-2023 Natural Gas Bid Results
  - 12.9 Approval of the Recommendation to Deny the Application for Corrected Tax Roll
  - 122 12.10 Approval of 2022-2023 Tax Warrant Resolution
  - 123 12.11 Approval SEQRA for SMART Bond Project Supplemental # 1
- 13. Public Comment
- 14. Information/Announcements/Reports
- 15. Requests Requiring Board Consideration
- 16. Review of Next Meeting's Agenda

**DATES TO REMEMBER:**

9/5/22 – Labor Day – No School

9/7/22 – First Day of School

9/15/22 – Board of Education Meeting at 6:00 p.m. – Professional Development Room

**BYRON-BERGEN CENTRAL SCHOOL  
REORGANIZATIONAL MEETING/  
BOARD OF EDUCATION MEETING  
Tuesday, July 12, 2022  
4:00 p.m. – Board Conference Room**

**Reorganizational Meeting**

Call to Order: Superintendent P. McGee called the meeting to order at 4:01 p.m.

Members Present: D. List, H. Ball, K. Carlson, J. Cook, W. Forsyth, T. Menzie, A. Phillips

Members Absent: None

Also Present: P. McGee, L. Prinz, R. Stevens, and 1 member of the audience.

Oath of Office Administered to District Clerk Rachel Stevens by Superintendent Patrick McGee.

Oath of Office Administered to Superintendent Patrick McGee by District Clerk Rachel Stevens.

Oath of Office Administered to Elected Board Members Heidi Ball, Jeffrey Cook, and Kimberly Carlson by District Clerk Rachel Stevens.

Election of President: It was moved by W. Forsyth and seconded by T. Menzie to nominate Debra List for President. The motion passed 7 Yes, 0 No.

Oath of Office Administered to Debra List, President by District Clerk Rachel Stevens.

Election of Vice President: It was moved by A. Phillips and seconded by K. Carlson to nominate Tammy Menzie for Vice President. The motion passed 7 Yes, 0 No.

Oath of Office Administered to Tammy Menzie, Vice-President by District Clerk Rachel Stevens.

It was moved by W. Forsyth and seconded by A. Phillips **BE IT RESOLVED** that the following recommendations contained in Schedule A be approved for the 2022-2023 school year.

**Schedule A**

<u>Officers</u>	<u>Recommendation by Superintendent</u>
District Clerk	Rachel Stevens
Deputy District Clerk	Patricia Gunio
District Treasurer	Victoria Shallenberger
Deputy District Treasurer	Lori Prinz
Tax Collector	Rachel Stevens

The motion passed 7 Yes, 0 No.

It was moved by K. Carlson and seconded by T. Menzie **BE IT RESOLVED** that the following Schedule B of designations be approved for the 2022-2023 school year.

**Schedule B**

Designations

Bank Depository	1) JP Morgan Chase Bank
Official Newspaper	2) Tompkins Community Bank Batavia Daily News Genesee Valley Penny Saver
School Attorneys	Harris Beach Bond Schoeneck & King, PLLC Webster Szanyi
Insurance Agent	Tompkins Insurance
Auditor – External	Lumsden & McCormick, LLP
Auditor – Claims	Teresa McMullen
Petty Cash Funds	School lunch fund - \$210.00 One petty cash fund of \$300.00 will be established and will be located in the Business Office. One petty cash fund of \$300.00 will be established for athletic admissions and will be located in the Business Office.
Payroll Authorization	Patrick McGee
Official Bank Signatories	Victoria Shallenberger Lori Prinz Rachel Stevens
School Physician	United Memorial Medical Center (Rochester Regional)
Purchasing Agent	Patrick McGee
Authorization to sign contracts	President of Board of Education Patrick McGee Lori Prinz
Records Management Officer	Rachel Stevens Lori Prinz
Central Treasurer	Victoria Shallenberger
Asbestos Designee	Roger Caldwell
Travel Reimbursement Rate	Internal Revenue Service standard mileage rate
Budget Transfer Authorization	Lori Prinz and/or Patrick McGee
Conference, Conventions, Workshop Authorization	Patrick McGee
Grant Application Authorization	Patrick McGee
Medical Review Officer	United Memorial Medical Center (Rochester Regional)
Chemical Hygiene Officer	Mike Conine
Right-to-Know/Infection Control Officer	Amy Stevens
Title IX Compliance Officer	Betsy Brown
Section 504 Compliance Officer	Betsy Brown



### Authorization to Adjust School

Calendar	Patrick McGee
Records Access Officer	Lori Prinz
Residency Determination Officer	Lori Prinz
Homeless Liaison	Kaitlin Kaercher
Genesee Area Healthcare Plan Rep	Lori Prinz
Alternate Rep	Patrick McGee
Dignities For All Students Act	
Coordinator	Ashley John Grillo
Sexual Harassment Officer	Betsy Brown
Data Protection Officer	Jennifer Back
Chief Faculty Advisor	Ashley John Grillo
	Brian Meister

### Regular Board Meeting Dates

July 12, 2022	March 23, 2023
*August 18, 2022	April 13, 2023
September 15, 2022	April 24, 2023
October 20, 2022	May 9, 2023 (Public Hearing)
November 17, 2022	May 16, 2023 (School Budget Vote – No Meeting)
December 15, 2022	May 25, 2023
January 19, 2023	June 15, 2023
February 16, 2023	

\*See Requests Requiring Board Consideration

Readopt all policies and the code of ethics in effect during the 2021-2022 school year.

Board Resolution to vest all powers of the President of the Board to the Vice President in his/her absence or disability.

### CSE/CPSE Board of Education Appointments

The following names are being submitted for approval as members of the CSE/CPSE for the 2022-2023 school year:

### **Committee on Special Education/Sub Committee on Special Education Membership:**

District LEA Representative/Chairpersons:

Linda Johnson, Ashley John Grillo, Brian Meister, Betsy Brown, Christina Pascarella,  
Nichole Whiteford, Kaitlin Kaercher

Parent(s) or person(s) in parental relationship(s) to the student

Student, if appropriate.

Special Education Teacher or Provider:

To be determined based upon the student

Regular Education Teacher:

To be determined based upon the student

School Psychologist:

To be determined based upon the student

School Physician:

To be determined based upon the student

Other persons having knowledge or special expertise regarding the student, including related services personnel as appropriate

To be determined based upon the student

Parent Members:

If specifically requested in writing by the parent of the student

To be determined

**Committee on Preschool Special Education Membership:**

District LEA Representative/Chairpersons:

Linda Johnson, Brian Meister, Betsy Brown, Christina Pascarella, Nichole Whiteford,  
Kaitlin Kaercher

Parents or persons in parental relationship to the student

Special Education Teacher or Provider:

To be determined based upon the student

Regular Education Teacher:

To be determined based upon the student

Individual who can interpret the instructional implications of an evaluation:

To be determined based upon the student

Representative of the municipality of the preschool child's residence

School Physician:

If specifically requested in writing by the parent of the student

Parent Member:

If specifically requested in writing by the parent of the student

To be determined

Other persons having knowledge or special expertise regarding the student, including related services personnel as appropriate

To be determined based upon the student

For a child in transition from early intervention programs and services, the appropriate professional designated by the agency that has been charged with the responsibility for the preschool child.

The motion passed 7 Yes, 0 No.

### **Schedule C**

NYS School Boards Association Representative and Voting Representative – J. Cook  
Alternate Representative and Voting Representative – T. Menzie

School Representative for Genesee Valley School Boards – D. List  
Back-up – T. Menzie

#### **Committee Appointments:**

Budget/Finance Committee	-	D. List
	-	A. Phillips
	-	H. Ball

Audit Committee	-	T. Menzie
	-	W. Forsyth
	-	H. Ball

Policy Committee	-	D. List
	-	A. Phillips
	-	K. Carlson

Facilities Committee	-	J. Cook
	-	W. Forsyth
	-	T. Menzie

SOAR Task Force	-	J. Cook
	-	K. Carlson
	-	D. List

Elementary Level Collaborative Improvement Team	-	J. Cook
---	---	---------

Jr-Sr High School Level Collaborative Improvement Team	-	A. Phillips
--	---	-------------

## District Level Collaborative Improvement Team

- H. Ball

It was moved by W. Forsyth and seconded by K. Carlson that the recommendations in Schedule C be approved.

The motion passed 7 Yes, 0 No.

### **Board of Education Meeting**

**Business Administrator Comments:** L. Prinz went over some of the items that were up for approval under the Consent Agenda and New Business in more detail. Items discussed were the At Will Agreement with Mike List, Hourly Non-Affiliated Pay Rates, "Best Value" Purchasing Resolution, Commitment of Fund Balance Resolution, Transfer to Capital Fund Resolution, Participating in Genesee Valley BOCES Cooperative Bidding, Funding of Reserves, and the Updated Purchasing Handbook.

**Superintendent's Comments:** P. McGee welcomed the new Board Members H. Ball and J. Cook. There are five new policies up for first reading based on the recommendation from Erie 1 BOCES. The Summer Learning Program started yesterday, there were 200 students (K-8) registered.

**Consent Agenda:** It was moved by W. Forsyth and seconded by A. Phillips that the following consent agenda be approved:

#### **Approval of Minutes**

June 15, 2022

June 21, 2022

#### **Financial Matters**

General Fund Bills: Warrant A-80, Ck. # 22266-22268, \$7,654.16

Warrant A-82, Ck. # 22269-22335, \$545,661.83

Warrant A-83, Wire # 99160, \$25,100.00

Warrant A-84, Ck. # 22336-22342, \$18,235.68

Warrant A-86, Ck. # 22343-22398, \$75,308.00

Warrant A-1, Wire # 99159, \$6,000.00

School Lunch Fund Bills: Warrant C-21, Ck. # 200898-200907, \$27,491.17

Warrant C-22, Ck. # 200908-200914, \$20,039.97

Federal Fund Bills: Warrant F- 22, Ck. # 400413, \$7,200.00

Warrant F-23, Ck. # 400414-400417, \$15,133.36

Capital Fund Bills: Warrant H-11, Ck. 2640-2641, \$187,316.73

Trust & Agency Fund Bills: Warrant TA-25, Wire # 1504-1508,

Ck. # 301053-301063, \$439,579.96

Warrant TA-26, Wire # 1509-1512

Ck. # 301064-301072, \$517,877.08  
 Expendable Trust Fund Bills: Warrant TE-2,  
 Ck. # 500216-500217, \$1,250.00  
 Warrant TE-3, Ck. # 500218, \$50.00  
 Debt Service Fund Bills: Warrant V-4, Wire # 99158, \$2,494,850.00  
 "Best Value" Purchasing Resolution:

WHEREAS, the District's purchases of materials and services are made in accordance with General Municipal Law Article 5-A;

WHEREAS, General Municipal Law § 103(16) allows the District, as a municipal entity, to purchase certain material and services at a price determined to be "best value," rather than lowest responsible bidder, by the Board of Education;

WHEREAS, "best value" is defined by New York State Finance Law § 163 as "the basis for awarding contracts for services to the offerer which optimizes quality, cost, cost and efficiency, among responsive and responsible offerers. Such basis shall reflect, wherever possible, objective and quantifiable analysis. Such basis may also identify a quantitative factor for offerers that are small businesses, certified minority- or women-owned business enterprises as defined in subdivisions one, seven, fifteen, and twenty of § 310 of the Executive Law to be used in evaluation of offerers for awarding of contracts for services.

WHEREAS, the District, as a municipal entity, may purchase, in accordance with General Municipal Law § 103(16), through bids solicited by the United States government, the New York State government, and New York's political subdivisions, including school district s; through bids let in a manner consistent with or materially equivalent to New York State requirements for bidding; or may piggyback on any contract or bid approved for piggybacking through New York State Office of General Services.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Byron-Bergen Central School District hereby authorizes the purchase of materials and services using a "best value" determination, as an option to "lowest responsible bidder," in accordance with General Municipal Law § 103(16), and in compliance with all District purchasing policies and procedures, with Board approval.

BE IT FURTHER RESOLVED that this resolution shall take effect as of July 1, 2022.

WHEREAS, the Byron-Bergen Central School District (School District) pursuant to the authority granted in General Municipal Law Article 5A (Public Contracts), § 103 desires to participate in the Choice Partners Cooperative Purchasing, Keystone Purchasing, NCPA National Cooperative Purchasing Alliance, OMNIA Partners, Purchasing Cooperative of America, Sourcewell Purchasing Cooperative (formerly NJPA), and Tips-USA and;

WHEREAS §103 of the General Municipal Law permits the School District to make purchasing of apparatus, materials, equipment, or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, as may be required by the School District therein through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein if such contract was let to the lowest responsible bidder or on the basis of best value in a manner consistent with this section and made available for use by other governmental entities; and

WHEREAS the School District desires to participate for the purpose of fulfilling and executing its public governmental purposes, goals, objectives, programs and functions; and

WHEREAS THE School District has reviewed the benefits of participating in these programs and based on this review has concluded these programs will provide the best value to taxpayers of this School District through the anticipated savings to be realized.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Byron-Bergen Central School District authorizes the School District's participation in the Choice Partners Cooperative Purchasing, Keystone Purchasing, NCPA National Cooperative Purchasing Alliance, OMNIA Partners, Purchasing Cooperative of America, Sourcewell Purchasing Cooperative (formerly NJPA) and Tips-USA, and authorizes the Business Administrator or the Purchasing Agent to register with Choice Partners Cooperative Purchasing, Keystone Purchasing, NCPA National Cooperative Purchasing Alliance, OMNIA Partners, Purchasing Cooperative of America, Sourcewell Purchasing Cooperative (formerly NJPA) and Tips-USA and programs on behalf of the School District.

Personnel Matters

Resignations/Retirement:

Building Maintenance Worker – William Reinagel (Eff. 6/24/22)

Food Service Worker – Victoria Priestley-Maid (Eff. 6/30/22)  
 2022-2023 Alliance for Equality Advisor – Ashley Hill  
 2022-2023 Student Council Advisor – Ashley Hill  
 Jr./Sr. High Assistant Principal – Morgan Marcello (Eff. 7/18/22)

Approvals:

School Social Worker – Alyssa Hancock (Eff. 9/6/22)

Alyssa Hancock, whose Initial New York State certificate in the School Social Worker certification area in the public schools of New York State is pending, is hereby appointed to the position of School Social Worker in the School Social Worker tenure area for a probationary period of four (4) years to commence on September 6, 2022 and to end at the end of the day on the first day of the school year in September, 2026. The salary during the first year of this appointment will be paid in accordance with the salary schedule as outlined in the collective bargaining agreement between the Byron-Bergen Faculty Association (BBFA) and the Board of Education, and will be based upon Step 8 of the 2022-2023 BBFA Contract. She has been hired as part of the American Rescue Plan Act of 2021.

Substitute Building Maintenance Worker –

William Reinagel (Eff. 6/27/22)

Substitute Building Maintenance Worker – Jason Best (Eff. 6/21/22)

Substitute Cleaner – Sage Johnson

Additional 2022-2023 Summer Curriculum Writing Hours

Amber Taylor-Burns

Tiffany Luksch

Laurie Penepent

TOSA ELA/Social Studies Content & RTI Specialist (UPK-5)

Amber Taylor-Burns

Revised 2022-2023 Summer Learning Program Recommendations

School Monitors

Lori Henry

Donna Peet

Bus Drivers/ Driver (School)/Substitute Bus Drivers

Dawn Davalos

Noma Evans

Sharon Grefrath

Richard Harter – Driver (School)

Gregory Humphrey

John Johnson

Elwood Jordan

Allen Leach

Catherine MacConnell

Christopher Mattison

Tina Radel

Robert Wilkins

Shandra Webster

Jennifer Zastrocky

Nicole Kochmanski – Substitute Bus Driver

Amendment to Employment Agreement – Superintendent

Miscellaneous Matters

None

CSE/CPSE Review

CSE Recommendations – Cases # 2878, # 3125, # 3211, # 3384, # 3414, #3419, # 3433, # 3534, # 3535, # 3583, # 3686, # 3742, # 3858, # 3895, # 3910, # 3926, # 3973, # 3979, # 3984, # 4024, # 4080, # 4148, # 4225, # 4241, # 4272, # 4287, # 4289, # 4419, # 4447, # 4554, # 4558, # 4591, # 4614, # 4664, # 4757, # 4796, # 4802

CPSE Recommendations – Cases # 4658, # 4726, # 4776, # 4786, # 4791, # 4811, # 4812, # 4817

The motion passed 7 Yes, 0 No

Reports:

Public Hearing – District Wide School Safety Plan

There were a few changes and updated to the District Wide School Safety Plan. Some of the changes are:

- A Table of Contents was added and organized the plan to be more user friendly.
- The District Wide Health and Safety Team members were listed.
- A response to specific emergencies chart was added.
- The SRO duties were outlined in more detail and the SRO contract is included in the appendix.
- An organizational chart is included, as well as our Public Employer Health Emergency Plan, which was developed in the spring of 2021 to include COVID protocols.

Approval –  
2022-2023  
Hourly  
Non-Affiliated  
Pay Rates  
(Eff. 7/1/22)

Upon the recommendation of the Superintendent, it was moved by K. Carlson and seconded by J. Cook to approve the 2022-2023 Hourly Non-Affiliated Pay Rates (Eff. 7/1/22).  
The motion passed 7 Yes, 0 No.

Approval –  
At Will Employee  
Agreement –  
Michael List

Upon the recommendation of the Superintendent, it was moved by K. Carlson and seconded by J. Cook to approve the At Will Employee Agreement for Michael List.  
The motion passed 7 Yes, 0 No.

Approval of  
First Reading of  
Policy # 7552 –  
Student Gender  
Identity  
Approval of  
First Reading  
Of Policy # 8110 –

Upon the recommendation of the Superintendent, it was moved by W. Forsyth and seconded by J. Cook to approve the First Reading of Policy # 7552 – Student Gender Identity. There was discussion on this policy.  
The motion passed 7 Yes, 0 No.  
Upon the recommendation of the Superintendent, it was moved by W. Forsyth and seconded by H. Ball to approve the First Reading of Policy # 8110 – Curriculum Development, Resources, and Evaluation.



Curriculum  
Development,  
Resources,  
And Evaluation

The motion passed 7 Yes, 0 No.

Approval of  
First Reading  
Of Policy # 8320 –  
Textbooks, Library  
Materials, and  
Other Instructional  
Materials

Upon the recommendation of the Superintendent, it was moved by A. Phillips and seconded by H. Ball to approve the First Reading of Policy # 8320 – Textbooks, Library Materials, and Other Instructional Materials.

The motion passed 7 Yes, 0 No.

Approval of  
First Reading  
of Policy # 8330 –  
Objection to  
Instructional  
Materials and  
Controversial Issues

Upon the recommendation of the Superintendent, it was moved by W. Forsyth and seconded by H. Ball to approve the First Reading of Policy # 8330 – Objection to Instructional Materials and Controversial Issues.

The motion passed 7 Yes, 0 No.

Approval of  
First Reading  
Of Policy # 8340 –  
Instructional  
Materials and  
Nonpublic School  
Students

Upon the recommendation of the Superintendent, it was moved by A. Phillips and seconded by K. Carlson to approve the First Reading of Policy # 8340 – Instructional Materials and Nonpublic School Students.

The motion passed 7 Yes, 0 No.

Approval of  
Commitment of  
Fund Balance  
Resolution

Upon the recommendation of the Superintendent, it was moved by K. Carlson and seconded by J. Cook to approve the Commitment of Fund Balance Resolution.

#### RESOLUTION

#### COMMITMENT OF FUND BALANCE

WHEREAS, the District has various employment contracts obligating School funds be contributed annually to employee' s health reimbursement accounts for the purpose of reimbursement of qualified medical expenses if the employee participates in the GAHP D2 healthcare plan, and

WHEREAS, these School funds are required to be made available to employees subsequent to their employment if they are not fully spent at the time of retirement; and

WHEREAS, there is activity in each retired employee's health reimbursement account at least every five years;

THEREFORE, BE IT RESOLVED, that the Board commits a portion of the fund balance equal to the accumulation of these funds for purposes of reimbursement of qualifying medical expenses. Such amount totals \$444,022.85 as of June 30, 2022.

The motion passed 7 Yes, 0 No.

Approval of  
Transfer to  
Capital Fund  
Resolution

Upon the recommendation of the Superintendent, it was moved by W. Forsyth and seconded by K. Carlson to approve the Transfer to Capital Fund Resolution.

BYRON BERGEN CENTRAL SCHOOL DISTRICT  
RESOLUTION TO TRANSFER FUNDS FROM GENERAL FUND  
TO CAPITAL FUND

WHEREAS, the New York State Comptroller's Office advises Governmental entities, such as Public Schools, to utilize excess fund balance to reduce debt; and

WHEREAS, the qualified voters of the district of the Byron Bergen Central School District (the "District") approved a Capital Project proposition in the amount of \$17,107,802 on October 7, 2021 and authorized the District to finance said capital project by borrowing an amount of money, not to exceed \$15,107,802; and

WHEREAS, the Byron-Bergen Central School District has excess fund balance in the 2021-22 school year; and

WHEREAS, the Board of Education (the "Board") for the Byron-Bergen Central School District at a meeting held on July 12, 2022 (the "Meeting"), approved a transfer of excess fund balance from the General Fund to the Capital Fund in the 2021-22 school year in an amount up to and not to exceed \$1,500,000 to be used to reduce the amount of monies to be borrowed for financing of the capital project; and

WHEREAS, the transfer of an amount up to and not to exceed \$1,500,000 in excess fund balance from the General Fund to the Capital Fund will reduce the anticipated borrowing, for the October 7, 2021 voter approved 2021 Capital Project.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF EDUCATION HEREBY, directs the District's Business Office to transfer excess fund balance of an amount up to and not to exceed \$1,500,000 from the General Fund to the Capital Fund, as of June 30, 2022, to be used to reduce anticipated borrowing for financing the October 7, 2021 voter

approved 2021 Capital Project.

The motion passed 7 Yes, 0 No.

Approval of  
Participation in  
Genesee Valley  
BOCES Cooperative  
Bidding Resolution

Upon the recommendation of the Superintendent, it was moved by A. Phillips and seconded by T. Menzie to approve the Participation in Genesee Valley BOCES Cooperative Bidding Resolution.

RESOLUTION OF BOARD OF EDUCATION  
FOR THE PURPOSE OF PARTICIPATING IN A COOPERATIVE BID  
COORDINATED BY THE GENESEE VALLEY EDUCATIONAL PARTNERSHIP

FOR

Various Commodities and/or Services as Listed in This Resolution

WHEREAS, The Board of Education of Byron Bergen Central School District (the School District) wishes to participate in the Cooperative Bidding Program conducted by the Genesee Valley Educational Partnership of Genesee, Livingston, Steuben and Wyoming Counties for the purchase of various commodities and/or services as authorized by and in accordance with the Education Law and General Municipal Law, Section 19-o; and

WHEREAS, the School District, more particularly, wishes to participate in the joint cooperative bid as listed and checked below (check "yes" or "no"):

PARTICIPATION

		<u>YES</u>	<u>NO</u>
A.	Copier and Computer Paper	<u>X</u>	<u>      </u>
B.	Custodial Supplies	<u>X</u>	<u>      </u>
C.	Athletic/Physical Ed. Supplies	<u>X</u>	<u>      </u>
D.	Bread	<u>X</u>	<u>      </u>
E.	Milk Products	<u>X</u>	<u>      </u>
F.	Ice Cream Products	<u>X</u>	<u>      </u>
G.	Food Service Paper Supplies	<u>X</u>	<u>      </u>
H.	Grocery	<u>X</u>	<u>      </u>
I.	Grocery Diversions	<u>X</u>	<u>      </u>
J.	Kitchen Smallwares	<u>X</u>	<u>      </u>
K.	Refuse Collection	<u>X</u>	<u>      </u>
L.	Medical Supplies	<u>X</u>	<u>      </u>
M.	Fuel	<u>X</u>	<u>      </u>
N.	Copy and Printer Paper - Summer	<u>X</u>	<u>      </u>
O.	School and Office Supply	<u>X</u>	<u>      </u>

NOW THEREFORE, BE IT RESOLVED that the School District hereby appoints Genesee Valley Educational Partnership as its representative and agent in all matters related to the Cooperative Bidding Program, including but not limited to responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the School District and making recommendations thereon, and

BE IT FURTHER RESOLVED, that Genesee Valley Educational Partnership is hereby authorized to award cooperative bids on behalf of the School District to the bidder deemed to be the lowest responsible bidder meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts and to enter into contracts for the purchase of the commodities and/or services as authorized herein, and

BE IT FURTHER RESOLVED, that the School District hereby authorizes its School Business Administrator or his/her designee on behalf of the School District to participate in cooperative bidding conducted by Genesee Valley Educational Partnership and if requested to furnish Genesee Valley Educational Partnership an estimated minimum number of units that will be purchased and such other documents and information which may be reasonably necessary or useful in conducting the Cooperative Bidding Program, and

BE IT FURTHER RESOLVED, that the School District agrees to assume its equitable share of the administrative costs of the cooperative bidding program and all of its obligations and responsibilities pursuant to any contract that may be awarded by Genesee Valley Educational Partnership on behalf of the School District.

	<u>AYES</u>	<u>NAYS</u>
William Forsyth	X	
Kimberly Carlson	X	
Tammy Menzie	X	
Jeffrey Cook	X	
Amy Phillips	X	
Heidi Ball	X	
Debra List	X	

The motion passed 7 Yes, 0 No.

Approval of  
Funding of  
Reserves

Upon the recommendation of the Superintendent, it was moved by W. Forsyth and seconded by T. Menzie to approve the Funding of Reserves.

Proposed Funding to Reserves:

Workers Compensation Reserve Increase in an amount not-to-exceed \$100,000

Reserve for Liability Increase in an amount not-to-exceed \$200,000

Reserve for Insurance Recovery Increase in an amount not-to-exceed \$100,000

NYS Retirement Reserve Increase in an amount not-to-exceed \$200,000

TRS Retirement Reserve Increase in an amount not-to-exceed \$160,500

Capital Reserve Expenditure of an amount not-to-exceed \$2,000,000

School Vehicle Reserve Increase in an amount not-to-exceed \$500,000

The motion passed 7 Yes, 0 No.

Approval of  
Updated Byron-  
Bergen  
Central School  
Purchasing  
Handbook

Upon the recommendation of the Superintendent, it was moved by K. Carlson and seconded by A. Phillips to approve the Updated Byron-Bergen Central School Purchasing Handbook.

The motion passed 7 Yes, 0 No.

Comments from the Audience:

None

Information/Announcements/Reports:

Parental Leave – Justine Fritz (Eff. 12/5/22)

Requests Requiring Board Consideration:

Upon the Recommendation of the Superintendent, it was moved by A. Phillips and seconded by H. Ball to Approval of Moving the August 18, 2022 Board of Education Meeting to August 11, 2022 at 4:30 p.m. in the Professional Development Room.

The motion passed 7 Yes, 0 No.

Review of Next Meeting's Agenda:

Policy Committee Update  
Facilities Committee Update  
Budget Committee Update  
Audit Committee Update  
SOAR Committee Update  
Positive Recognition

Adjournment:

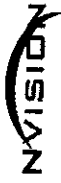
It was moved by W. Forsyth and seconded by A. Phillips to adjourn the meeting at 5:01 p.m.

The motion passed 7 Yes, 0 No.

## BYRON

## RGEN CSD

Check Warrant Report For A - 87: GENERAL FUND 6/29/22 For Dates 6/29/2022 - 6/29/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22399	A 5530.400-11-7015	06/29/2022	6187	ENERGY COOPERATIVE OF AMERICA				974704	210048	288.48	✓
	A 1620.400-06-7015	06/29/2022	6187	ENERGY COOPERATIVE OF AMERICA				975874	210041	8,285.80	✓
22400	A 5530.400-11-7015	06/29/2022	6886	EZ PASS						8,584.28	✓
	A 5530.400-11-7015	06/29/2022	2488	NATIONAL GRID				1712127726	210471	28.33	✓
22401	A 5530.400-11-7015	06/29/2022	2488	NATIONAL GRID						28.33	✓
	A 5530.400-11-7015	06/29/2022	210052	CONTRACTUAL - ELECTRIC				5/10/22-6/9/22	210052	310.56	✓
22402	A 2110.400-03-0000	06/29/2022	3824	VOID - UPS						310.56	✓
	A 2110.400-03-0000	06/29/2022	3824	VOID - UPS						33.90	✓
	A 2110.400-03-0000	06/29/2022	3824	VOID - UPS						50.74	✓
22402	A 2110.400-03-0000	06/29/2022	3824	VOID - UPS						33.90	✓
	A 2110.400-03-0000	06/29/2022	3824	VOID - UPS						50.74	✓
22403	A 5510.450-11-6400	06/29/2022	6398	VALLEY ENERGY SERVICES LLC				426687	210343	2,492.02	✓
	A 5510.450-11-6400	06/29/2022	6398	VALLEY ENERGY SERVICES LLC				426647	210342	2,844.90	✓
22404	A 2110.450-03-SCIE	06/29/2022	3951	WALMART COMMUNITY				5/27/22	210252	92.85	✓
	A 2110.450-03-SCIE	06/29/2022	3951	WALMART COMMUNITY				5/29/22	210460	27.27	✓
	A 1010.450-04-0000	06/29/2022	3951	WALMART COMMUNITY				6/15/22	210253	9.28	✓
	A 2110.450-03-SCIE	06/29/2022	3951	WALMART COMMUNITY				5/30/22	210460	94.00	✓
	A 1010.450-04-0000	06/29/2022	3951	WALMART COMMUNITY				6/14/22	210253	24.96	✓
22405	A 1620.400-06-7009	06/29/2022	3962	WASTE MANAGEMENT OF NY LLC				0665293-2225-8	210123	294.64	✓
	A 1620.400-06-7009	06/29/2022	3962	WASTE MANAGEMENT OF NY LLC				0665293-2225-8	210123	294.64	✓
	A 1620.400-06-7009	06/29/2022	3962	WASTE MANAGEMENT OF NY LLC				0665293-2225-8	210123	294.64	✓

Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
	A 1620.400-06-7009	06/29/2022		CUST - CONTRACT WASTE REMOVAL	HIGH			0665292-2225-0	210123	580.24 ✓	580.24

22406 06/29/2022 0008 UNITED STATES POST OFFICE

A 1670.450-07-0000 POSTAGE - DISTRICT

Check Total: 1,357.42

2022  
GRADUATION  
FOCAL

Check Total: 397.92

210054

397.92

22407 06/29/2022 38246 P S

A 2110.400-03-0000 CONTRACTUAL - HS

Check Total: 397.92

SHIPPING  
REGENTS TESTS

Check Total: 102.86

210296

110.74

Number of Transactions: 10

Check Total: 102.86

Warrant Total: 16,346.38

Vendor Portion: 16,346.38

Payroll Portion: 0.00

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 16 in number, in the total amount of \$ 16,346.38. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/1/22 General Mendenhall David Mendenhall  
Date Signature Title



## Check Warrant Report For A - 88: GENERAL FUND - 6/30/22 For Dates 6/30/2022 - 6/30/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22408	A 1621.400-06-7007	06/30/2022	4898	A-VERDI STORAGE CONTAINERS	MAINT - CONTRACT			1468674	210127	109.00	✓
	A 1621.400-06-7007	06/30/2022		MAINT - CONTRACT				1471875	210127	99.00	✓
	A 1621.400-06-7007	06/30/2022		MAINT - CONTRACT				1470213	210127	109.00	✓
	A 1621.400-06-7007	06/30/2022		MAINT - CONTRACT				1471875	210127	99.00	✓
	A 1621.400-06-7007	06/30/2022		MAINT - CONTRACT				1470213	210127	99.00	✓
	A 1621.400-06-7007	06/30/2022		MAINT - CONTRACT				1472983	210127	109.00	✓
	A 1621.400-06-7007	06/30/2022		MAINT - CONTRACT				1472439	210127	109.00	✓
	A 1621.400-06-7007	06/30/2022		MAINT - CONTRACT				1472439	210127	218.00	✓
	A 1621.400-06-7007	06/30/2022		MAINT - CONTRACT				1472439	210127	99.00	✓
22409	A 1620.400-06-7013	06/30/2022		CUST - CONTRACT	TELEPHONE			269774	210912	492.50	✓
22410	A 5510.450-11-6407	06/30/2022		MAT & SUPPLY - BUS/EQUIP PARTS				7024298609	210318	7.25	✓
22411	A 2815.400-01-0000	06/30/2022		HLTH - CONTRACT ELEM				10097	210029	3,000.00	✓
	A 2815.400-03-0000	06/30/2022		HLTH - CONTRACT HS				10097	210029	4,509.97	✓
22412	A 2855.450-10-5000	06/30/2022		ATHLETIC - MAT & SUPPLY				REIMBURSEMENT	210885	49.14	✓
22413	A 9060.800-14-0000	06/30/2022		EMPLOYEE BENE - MEDICAL INSURANCE				687114	210022	50.00	✓
22414	A 2026.450-03-0000	06/30/2022		PRINT/OFF - MAT & SUPPLY HS				11539	210704	587.45	✓
										50.00	✓
										587.45	✓

## Check Warrant Report For A - 88: GENERAL FUND - 6/30/22 For Dates 6/30/2022 - 6/30/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22415	A 1621.450-06-7011	06/30/2022		MAINT - MAT & SUPPLY	848 CROCKERS ACE HARDWARE			192590	210147	31.92	31.92
22416	A 1622.450-00-9000	06/30/2022		905 DA BERTH SPORTS					Check Total:	31.92	
A 2855.450-10-5000				ATHLETIC - MAT & SUPPLY				20220032	210093	1,759.26	1,759.26
A 2855.450-10-5000				ATHLETIC - MAT & SUPPLY				20220033	210093	561.74	561.74
A 2855.450-10-5000				ATHLETIC - MAT & SUPPLY				20220017	210093	155.00	155.00
A 2855.450-10-5000				ATHLETIC - MAT & SUPPLY				20210208	210093	923.00	923.00
22417	A 1621.450-06-7011	06/30/2022		7001 EMPIRE TRACTOR INC					Check Total:	2,805.00	
A 1622.450-00-9000				905 DA BERTH SPORTS				20220032	210093	1,759.26	1,759.26
22418	A 1621.400-06-7007	06/30/2022		5236 ENERGY ENTERPRISES INC				191039	210038	300.00	900.00
22419	A 2110.400-01-0000	06/30/2022		CONTRACTUAL - ELEM					Check Total:	300.00	
22420	A 2110.400-01-0000	06/30/2022		7718 THOMAS FLYNN					Check Total:	102.00	
22421	A 2110.400-01-0000	06/30/2022		7665 GENESEE COMMUNITY CHARTER SCHOOL					Check Total:	102.00	
A 2110.470-01-0000				TUITION - OTHER PUBLIC ELEM SCHOOL				9/4/2021BB	210881	4,102.34	4,102.34
A 2110.470-01-0000				TUITION - OTHER PUBLIC ELEM SCHOOL				1/1/2022BB	210881	2,051.17	2,051.17
A 2110.470-01-0000				TUITION - OTHER PUBLIC ELEM SCHOOL				1/1/2022BB	210881	2,051.00	2,051.00
A 2110.470-01-0000				TUITION - OTHER PUBLIC ELEM SCHOOL				3/1/2022BB	210881	2,051.17	2,051.17
A 2110.470-01-0000				TUITION - OTHER PUBLIC ELEM SCHOOL				5/1/2022BB	210881	2,051.17	4,744.32

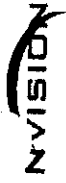
## BYRON REGION CSD

## Check Warrant Report For A - 88: GENERAL FUND - 6/30/22 For Dates 6/30/2022 - 6/30/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22422	A 2280.450-03-0000	06/30/2022	1425	GILLET'S HARDWARE					Check Total:	12,306.85	
	A 2280.450-03-0000	06/30/2022	1425	GILLET'S HARDWARE				157367127368	210204	275.00	275.00
22423	A 1620.450-06-7011	06/30/2022	1476	GRAINGER					Check Total:	275.00	
	A 1620.450-06-7011	06/30/2022	1476	GRAINGER				9352982624	210051	642.80	642.80
22424	A 1680.490-07-0000	06/30/2022		Boces Services - DATA PROCESSING					Check Total:	642.80	
	A 1680.490-07-0000	06/30/2022		Boces Services - DATA PROCESSING				21-22 YEAR END SUP	210001	1,178.44	1,178.44
	A 2250.490-09-3000	06/30/2022		Boces Services - SPEC ED				21-22 YEAR END SUP	210001	28,352.31	28,352.31
	A 1420.490-06-0000	06/30/2022		LEGAL BOCES				21-22 YEAR END SUP	210001	5,634.20	5,634.20
	A 2110.490-03-0000	06/30/2022		Boces Services - HS				21-22 YEAR END SUP	210001	11,223.24	11,223.24
	A 1670.490-07-0000	06/30/2022		Boces Services - PRINTING				21-22 YEAR END SUP	210001	285.09	0.00
	A 2010.490-00-0000	06/30/2022		Boces SVCS - CURRICULUM DEV				21-22 YEAR END SUP	210001	21,031.48	0.00
	A 2100.490-01-0000	06/30/2022		Boces Services - ELEM				21-22 YEAR END SUP	210001	15,016.19	0.00
	A 2610.490-00-0000	06/30/2022		Boces Services - AV				21-22 YEAR END SUP	210001	12.40	0.00
22425	A 2855.450-10-5000	06/30/2022	5361	RICHARD HANNAN					Check Total:	56,196.77	
	A 2855.450-10-5000	06/30/2022	5361	RICHARD HANNAN				REIMBURSEMENT	210884	34.90	34.90
22426	A 1620.450-06-7011	06/30/2022	1694	HARRINGTON'S GREENHOUSES					Check Total:	34.90	
	A 1620.450-06-7011	06/30/2022	1694	HARRINGTON'S GREENHOUSES				399874	210901	240.00	240.00
22427	A 1620.450-06-7011	06/30/2022	1694	HOME DEPOT CREDIT SERVICES					Check Total:	240.00	
	A 1620.450-06-7011	06/30/2022	1694	HOME DEPOT CREDIT SERVICES				622222	210121	612.20	612.20
	A 2100.450-01-0000	06/30/2022		MAT & SUPPLY ELEM				610722	210867	74.97	74.97
	A 2280.450-03-0000	06/30/2022		OCC ED MAT & SUPPLY HS				615122	210210	699.32	699.32
	A 2280.450-03-0000	06/30/2022		OCC ED MAT & SUPPLY HS				621122	210747	74.97	74.97





Check # Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22428	06/30/2022		1782 INTEGRATED THERAPY SERVICES						1,457.74	
A 2250.400-04-0000	06/30/2022		SPEC ED - CONTRACTUAL				BB62022	210056	1,457.74	5,498.60
A 2250.400-03-0000	06/30/2022		SPEC ED - CONTRACTUAL				BB62022	210056	2,276.90	1,301.150
								Check Total:	16,450.00	
22429	06/30/2022		1843 JOES AWARDS & TROPHIES							
A 2110.450-04-0000	06/30/2022		AWARDS & TROPHIES				7428	210049	83.00	335.00
								Check Total:	335.00	
22430	06/30/2022		5300 DR. EDMUND C. KOSIOREK III							
A 1240.400-05-0000	06/30/2022		ADMIN - CONTRACTUAL				LEADERSHIP	210892	5,000.00	5,000.00
							COACHING			
								Check Total:	5,000.00	
22431	06/30/2022		6687 SUSAN KUSZYK							
A 1240.400-05-0000	06/30/2022		ADMIN - CONTRACTUAL				MILEAGE		198.21	
							REIMBURSEMENT			
								Check Total:	198.21	
22432	06/30/2022		1992 LAB AIDS INC							
A 2110.480-03-SCIE	06/30/2022		TEXTBOOKS - SCIENCE				152147	210801	3,483.10	3,483.10
								Check Total:	3,483.10	
22433	06/30/2022		2092 LEROY CENTRAL SCHOOL							
A 2250.470-03-0000	06/30/2022		SPEC ED TUITION - PUBLIC - HS				21-22 TUITION	210913	23,633.11	23,633.11
								Check Total:	23,633.11	
22434	06/30/2022		3680 PATRICK MOGEE							
A 1240.400-05-0000	06/30/2022		ADMIN - CONTRACTUAL				MILEAGE		117.00	
							REIMBURSEMENT			
								Check Total:	117.00	
22435	08/30/2022		2897 MONROE COUNTY WATER							
			AUTHORITY							
A 1620.400-06-7007	08/30/2022		CUST - CONTRACT WATER				3/29/22-6/28/22	210049	100.39	100.39
			ELEM FIRE				6/29/22-6/23/22	210049	473.52	473.52
A 1620.400-06-7007	08/30/2022		CUST - CONTRACT WATER				3/29/22-6/28/22	210049	100.39	100.39
			JR/SR HIGH FIRE				5/29/22-6/23/22	210049	274.35	701.77
			JR/SR HIGH					Check Total:	948.65	

Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22436	A 2110.450-03-MUSI	06/30/2022		MAT & SUPPLY - MUSIC				INV030943558	210226	50.95	181.10
	A 2110.450-03-MUSI			MAT & SUPPLY - MUSIC				CRIMEMO	210226	5.59	0.00
	A 2110.450-03-MUSI			MAT & SUPPLY - MUSIC				CRIMEMO	210226	19.96	0.00
										25.38	
22437	A 2250.400-01-0000	06/30/2022		5408 MUSIC THERAPY PATHWAYS				22 JUNE	210057	130.00	21052.00
	A 2250.400-03-0000			SPECED CONTRACT HS					210057	0.00	1641.00
										430.00	
22438	A 1210.400-05-0000	06/30/2022		2659 NYSCOSS				7222	210895	724.00	724.00
	A 1210.400-05-0000			ADMIN CONTRACTUAL						724.00	
22439	A 2110.450-01-0000	06/30/2022		6494 PIONEER VALLEY BOOKS						33.00	40.00
	A 2110.450-01-0000			MAT & SUPPLY ELEM				1230728	210767	33.00	
										3,700.00	3,700.00
22440	A 1622.450-00-0000	06/30/2022		6537 PREFERRED SEED COMPANY, INC						3,700.00	
	A 1622.450-00-0000			GROUNDS - MAT & SUPPLY				80064	210139	3,700.00	
										3,700.00	
22441	A 2259.400-01-0000	06/30/2022		7055 STEPHEN J. RAFALEE						45.00	697.50
	A 2259.400-01-0000			ENL CONTRACTUAL - ELEM				JUNE 22	210403	45.00	
										45.00	
22442	A 1310.400-05-0000	06/30/2022		6672 RG TIMBS INC				063022	210018	317.25	317.25
	A 1310.400-05-0000			BUS ADMIN - CONTRACTUAL						317.25	
22443	A 2110.400-03-0000	06/30/2022		3164 ROCHESTER CITY SCHOOL DISTRICT						317.25	
	A 2110.400-03-0000			CONTRACTUAL - HS				20922010	210884	2198.40	21684.20
										2198.40	
22444	A 5530.400-11-7012	06/30/2022		5208 ROCHESTER GAS AND ELECTRIC				6/1/22-6/30/20	210341	150.70	189.85
	A 5530.400-11-7012			CONTRACTUAL - NATURAL GAS						150.70	
	A 1620.400-06-7012	06/30/2022		6503 KENNETH ROGOYSKI				6/1/22-6/30/22	210034	38207.59	38207.59
	A 1620.400-06-7012			GUST CONTRACT GAS						2,511.67	
22445	A 1620.400-06-7012	06/30/2022		6503 KENNETH ROGOYSKI						2,511.67	
										2,511.67	

# BYRON I GEN CSD

Check Warrant Report For A - 88: GENERAL FUND - 6/30/22 For Dates 6/30/2022 - 6/30/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 2855.400-10-5000				ATHLETIC - CONTRACT				MILEAGE REIMBURSEMENT		276.36	
22446	06/30/2022	06/30/2022		3372 VICKY SHALENBARGER					Check Total	276.36	
A 1310.400-05-0000				BUS ADMIN - CONTRACTUAL				MILEAGE REIMBURSEMENT		340.91	
22447	06/30/2022	06/30/2022		117 SYNCB/AMAZON					Check Total	340.91	
A 2110.450-01-1002				MAT & SUPPLY - 2ND GRADE				684449385463	210836	432.74	
A 1010.450-04-0000				BOARD OF ED MAT / SUPP				587473388449	210257	80.57	
A 2810.450-01-0000				GUIDANCE MAT & SUPPLY ELEM				530348543957	210870	306.44	
A 2110.450-01-1002				MAT & SUPPLY - 2ND GRADE				633869594889	210836	-7.99	
A 1010.450-04-0000				BOARD OF ED MAT / SUPP				445336443335	210257	23.40	
A 2810.450-01-0000				GUIDANCE MAT & SUPPLY ELEM				466479685449	210870	111.82	
A 2110.450-01-1002				MAT & SUPPLY - 2ND GRADE				757354933393	210836	7.99	
A 1010.450-04-0000				BOARD OF ED MAT / SUPP				454683435935	210257	16.49	
22448	06/30/2022	06/30/2022		6747 VERNIER SOFTWARE & TECHNOLOGY					Check Total	971.46	
A 2110.450-03-CORN				MAT & SUPPLY - CORNELL AG OUTREACH				5430775	210853	110.40	
22449	06/30/2022	06/30/2022		3961 WALMART COMMUNITY					Check Total	110.40	
A 2110.450-03-0000				MAT & SUPPLY - HS				6/22/22	210299	35.92	
22450	06/30/2022	06/30/2022		3962 WASTE MANAGEMENT OF NY LLC					Check Total	35.92	
A 5530.400-14-7006				CONTRACTUAL WASTE DISPOSAL				0665295-2225-3	210344	88.40	
22451	06/30/2022	06/30/2022		4008 WILLIAMSON LEAWOOD COMPANY					Check Total	88.40	
A 1010.450-04-0000				BOARD OF ED MAT / SUPP				921383	210823	448.61	
22452	06/30/2022	06/30/2022		4009 WILLIAMSON LEAWOOD COMPANY					Check Total	448.61	
07/11/2022 08:22 AM									Check Total:	448.61	





Check #	Account	Check Date	Vendor ID	Vendor Name	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Number of Transactions: 44										
		Warrant Total:								146,685.66
		Vendor Portion:								146,685.66
		Payroll Portion:								0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 44 in number, in the total amount of \$146,685.66 and that you are hereby authorized and directed to pay for the claims as certified above. The amount of each claim allowed and that go each to the proper fund.

7/1/22 Cherise M. Miller Chairman

Date

Signature

Title

## Check Warrant Report For A - 3: GENERAL FUND - 7/8/22 For Dates 7/8/2022 - 7/8/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
22452	A 9060.800-00-0000	07/08/2022		1351 GENESEE AREA HEALTHCARE PLAN							
				EMPLOYEE BENE - MEDICAL	INSURANCE	PPO		JULY 2022	220000	130,443.92	130,443.92
				EMPLOYEE BENE - MEDICAL	INSURANCE			JULY 2022	220000	107,882.48	107,882.48
	A 9060.800-00-0000			EMPLOYEE BENE - MEDICAL	INSURANCE	HDHP		JULY 2022	220000	3,156.46	3,156.46
	A 9060.800-00-0000			EMPLOYEE BENE - MEDICAL	INSURANCE	SUPP		JULY 2022	220000	2,871.09	2,871.09
	A 9060.800-00-0000			EMPLOYEE BENE - MEDICAL	INSURANCE	MED-BLUE		JULY 2022	220000	3,776.72	3,776.72

Number of Transactions: 1

Check Total: 248,130.67

Warrant Total: 248,130.67

Vendor Portion: 248,130.67

Payroll Portion: 0.00

Certification of Warrant

I, the District Treasurer, hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$248,130.67. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/11/22  
 \_\_\_\_\_  
 Date Signature Title



Check # Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
400418	06/30/2022		5803 ARBOR SCIENTIFIC							
F 2115.450-00-PTEC			PTECH - MATERIALS & SUPPLIES				458662	210872	603.05	603.05
400419	06/30/2022		7556 INC. AVI FOODSYSTEMS					Check Total	603.05	
F 2115.400-00-PTEC			PTECH - CONTRACTUAL				CTR000339243	210841	660.48	660.48
400420	06/30/2022		7349 C & F TRANSPORTATION INC.					Check Total	660.48	
F 2115.400-00-PTEC			PTECH - CONTRACTUAL				OCT 21, NOV 21	210546	8,750.00	2,850.00
F 2115.400-00-PTEC			PTECH - CONTRACTUAL				JUNE 2022	210546	6,267.41	6,267.41
400421	06/30/2022		7025 CENGAGE LEARNING INC.					Check Total	15,017.41	
F 2115.450-00-PTEC			PTECH - MATERIALS & SUPPLIES				78034422	210873	1,265.00	1,265.00
400422	06/30/2022		1383 GENESEE COMMUNITY COLLEGE					Check Total	1,265.00	
F 2115.400-00-PTEC			PTECH - CONTRACTUAL				1234	210716	10,494.00	10,494.00
F 2115.450-00-PTEC			PTECH - MATERIALS & SUPPLIES				1245	210907	1,386.00	1,386.00
F 2115.450-00-PTEC			PTECH - MATERIALS & SUPPLIES				1253	210908	1,301.92	1,301.92
400423	06/30/2022		1383 GV EDUCATIONAL PARTNERSHIP					Check Total	13,181.92	
F 2115.490-00-PTEC			PTECH - BOCES SERVICES				521222F	210753	12,404.00	12,404.00
400424	06/30/2022		6385 INTIVITY INC.					Check Total	12,404.00	
F 2115.450-00-PTEC			PTECH - MATERIALS & SUPPLIES				1792194-0	210876	220.52	220.52
F 2115.450-00-PTEC			PTECH - MATERIALS & SUPPLIES				1791762-0	210909	3,748.66	3,748.66
F 2115.450-00-PTEC			PTECH - MATERIALS & SUPPLIES				1792193-0	210874	3,988.56	3,988.56
F 2115.450-00-PTEC			PTECH - MATERIALS & SUPPLIES				1792205-0	210875	337.58	337.58
F 2115.450-00-PTEC			PTECH - MATERIALS & SUPPLIES				1791728-0	210910	21,013.01	21,013.01
F 2115.450-00-PTEC			PTECH - MATERIALS & SUPPLIES				1792197-0	210876	17.24	34.48

Check # Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
F 2115.450-00-PTEC				SUPPLIES						
				PTECH - MATERIALS & SUPPLIES			1792112-0	210909	220.20	845.77
F 2115.450-00-PTEC				PTECH - MATERIALS & SUPPLIES			1792215-0	210875	340.76	340.76
F 2115.450-00-PTEC				PTECH - MATERIALS & SUPPLIES			1792219-0	210875	43.76	43.76
400426	06/30/2022		7834 NELSON AND PADE, INC					Check Total:	20,930.29	
F 2115.450-00-PTEC				PTECH - MATERIALS & SUPPLIES			S21032A	210877	975.79	975.79
400426	08/30/2022		6108 PASCO SCIENTIFIC					Check Total:	975.79	
F 2115.450-00-PTEC				PTECH - MATERIALS & SUPPLIES			426957	210879	4,848.80	5,328.00
400427	06/30/2022		7621 SCIENCE INTERACTIVE GROUP, LLC					Check Total:	4,848.80	
F 2115.450-00-PTEC				PTECH - MATERIALS & SUPPLIES			INV 41800	210686	42.55	42.55
400428	06/30/2022		117 SYNCB/AMAZON					Check Total:	42.55	
F 2115.450-00-PTEC				PTECH - MATERIALS & SUPPLIES			489364586493	210871	32.89	32.89
F 2115.450-00-PTEC				PTECH - MATERIALS & SUPPLIES			835947595896	210871	104.95	104.95
F 2115.450-00-PTEC				PTECH - MATERIALS & SUPPLIES			846338977468	210871	263.50	263.50
F 2115.450-00-PTEC				PTECH - MATERIALS & SUPPLIES			839653864886	210871	383.32	359.71
F 2115.450-00-PTEC				PTECH - MATERIALS & SUPPLIES			463776478996	210871	-104.95	0.00
400429	06/30/2022		3956 WARD'S NATURAL SCIENCE EST LLC					Check Total:	679.71	
F 2115.450-00-PTEC				PTECH - MATERIALS & SUPPLIES			8808821028	210880	232.34	232.34
								Check Total:	232.34	



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Number of Transactions: 12											

Warrant Total: 79,841.34  
Vendor Portion: 79,841.34  
Payroll Portion: 0.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 12 in number, in the total amount of \$ 79,841.34. You are hereby authorized and directed to pay to the claimant(s) certified above the amount of each claim allowed and charge each to the proper fund.

7/11/22 James Moulton claimant  
Date Signature Title



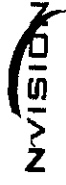
## BYRON F GEN CSD

Check Warrant Report For C - 23: SCHOOL LUNCH FUND - 6/30/22 For Dates 6/30/2022 - 6/30/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
200915	C 2860.410-00-0000	06/30/2022		5912 AMERICAN FRUIT & VEGETABLE CO				0844429-IN	210061	128.90	3,068.98
200916	C 691	06/30/2022		7705 KRISTY BARBER					Check Total:	128.90	
				DEFERRED REVENUE				STUDENT MEAL REIMBURSEMENT		97.75	
200917	C 691	06/30/2022		7707 DARLA BARNUM					Check Total:	97.75	
				DEFERRED REVENUE				STUDENT MEAL REIMBURSEMENT		12.90	
200918	C 691	06/30/2022		6976 LISA HALLER					Check Total:	12.90	
				DEFERRED REVENUE				STUDENT MEAL REIMBURSEMENT		7.30	
200919	C 691	06/30/2022		7706 AMANDA HART					Check Total:	7.30	
				DEFERRED REVENUE				STUDENT MEAL REIMBURSEMENT		23.00	
200920	C 691	06/30/2022		7708 JENNIFER JACOBS					Check Total:	23.00	
				DEFERRED REVENUE				STUDENT MEAL REIMBURSEMENT		29.00	
200921	C 691	06/30/2022		7709 MARK ROBBINS					Check Total:	29.00	
				DEFERRED REVENUE				STUDENT MEAL REIMBURSEMENT		6.65	
200922	C 691	06/30/2022		7710 AMY SINGER					Check Total:	6.65	
				DEFERRED REVENUE				STUDENT MEAL REIMBURSEMENT		19.10	
				DEFERRED REVENUE				STUDENT MEAL REIMBURSEMENT		19.10	

## Check Warrant Report For C - 23: SCHOOL LUNCH FUND - 6/30/22 For Dates 6/30/2022 - 6/30/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
200923	C 691	06/30/2022	7714	LYNN STRZELECKI	DEFERRED REVENUE		STUDENT MEAL REIMBURSEMENT			42.65	
										<b>Check Total:</b>	
										42.65	
200924	C 691	06/30/2022	7712	DANIELLE THOM	DEFERRED REVENUE		STUDENT MEAL REIMBURSEMENT			17.55	
										<b>Check Total:</b>	
										17.55	
200925	C 2860	06/30/2022	3870	UPSTATE NIAGARA COOPERATIVE	FOOD PURCHASE - LUNCH		STUDENT MEAL REIMBURSEMENT			1,171.64	
										<b>Check Total:</b>	
										1,171.64	
200926	C 2860	06/30/2022	7711	JENNIFER VANVALKENBURG	DEFERRED REVENUE		STUDENT MEAL REIMBURSEMENT			55.95	
										<b>Check Total:</b>	
										55.95	
200927	C 681	06/30/2022	7278	RENE VUURARO	DEFERRED REVENUE		STUDENT MEAL REIMBURSEMENT			12.35	
										<b>Check Total:</b>	
										12.35	

Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Number of Transactions: 13											
Warrant Total:										3,195.17	
Vendor Portion:										3,195.17	
Payroll Portion:										0.00	

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 13 in number, in the total amount of \$ 3,195.17. You are hereby authorized and directed to pay to the claimant(s) certified above the amount of each claim allowed and charge each to the proper fund.

7/11/22 Sandra M. M. M.

Date

Signature

Title

Charles Anderson



## BYRON GEN CSD

Check Warrant Report For H - 12: CAPITAL FUND - 6/30/22 For Dates 6/30/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
2642	06/30/2022	7629	CAMPUS CONSTRUCTION MANAGEMENT GROUP, INC.				APP #00004	210740	7,700.00	7,700.00
H 1621.240-00-2023 CONSTRUCTION MGMT PHASE 1										
2643	06/30/2022	695	CLARK PATTERSON ENGINEERS, SUR						7,700.00	
H 1621.240-00-2122 CONTRACT - BUS GAR CAP OUTLAY 21/22										
2644	06/30/2022	7588	KUEHNE CONSTRUCTION INC				83237	210582	2,412.05	2,364.18
H 1621.293-00-2122 GEN CONSTR - BUS GAR CAP OUTLAY 21/22										
2645	06/30/2022	7588	KUEHNE CONSTRUCTION INC						16,625.00	16,625.00
H 1621.293-00-2122 GEN CONSTR - BUS GAR CAP OUTLAY 21/22										
2646	06/30/2022	7588	KUEHNE CONSTRUCTION INC				APP # 2	210911	64,600.00	64,600.00
H 1621.293-00-2122 GEN CONSTR - BUS GAR CAP OUTLAY 21/22										
H 1621.293-00-2122 GEN CONSTR - BUS GAR CAP OUTLAY 21/22										
APP # 3										
210911										
4,275.00										
4,275.00										
Warrant Total: 95,612.05										
Vendor Portion: 95,612.05										
Payroll Portion: 0.00										
Number of Transactions: 5										

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 5 in number, in the total amount of \$ 95,612.05. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/11/22 Lorena Mubela claims auditor

Signature

Date

Check # Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
1513	06/23/2022		2559 NEW YORK STATE INCOME TAX		Trust & Agency Payment					
TA 021			NYS WITHHOLDING TAX		Trust & Agency Payment				60,787.02	
1514	06/23/2022		2644 NYS EMPLOYEE RETIREMENT SYSTEM		Trust & Agency Payment				60,787.02	
TA 018			NYS EMPLOYEES' RETIREMENT		Trust & Agency Payment				4,088.46	
TA 018			NYS EMPLOYEES' RETIREMENT		Trust & Agency Payment				32.14	
TA 018			NYS EMPLOYEES' RETIREMENT		Trust & Agency Payment				660.00	
1515	06/23/2022		4247 OMNI GROUP		Trust & Agency Payment				4,790.60	
TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				90.00	
TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				367.00	
TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				835.09	
TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				450.00	
TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				540.00	
1516	06/23/2022		5839 DEPARTMENT OF THE TREASURY		Trust & Agency Payment				2,282.00	
TA 026			SOCIAL SECURITY WITHHOLDING		Trust & Agency Payment				82,606.43	
TA 026			SOCIAL SECURITY WITHHOLDING		Trust & Agency Payment				82,606.43	
TA 022			FEDERAL WITHHOLDING TAX		Trust & Agency Payment				136,003.03	
TA 026			SOCIAL SECURITY WITHHOLDING		Trust & Agency Payment				19,319.29	
TA 026			SOCIAL SECURITY WITHHOLDING		Trust & Agency Payment				19,319.29	
1517	06/23/2022		6585 BANK OF AMERICA		Trust & Agency Payment				339,854.47	
TA 010			CONSOLIDATED PAYROLL		Trust & Agency Payment				1,018,382.13	
Check Total:									1,018,382.13	



## BYRON F GEN CSD

Check Warrant Report For TA - 27: PAYROLL 26 - 6/23/22 TA For Dates 6/13/2022 - 6/30/2022



Check #	Check Date	Vendor ID	Vendor Name	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
301073	06/23/2022	4420	AFLAC NEW YORK		Trust & Agency Payment - AFLAC-AF			602.16	
TA 050					Trust & Agency Payment - AFLAC-AF			602.16	
301074	06/23/2022	305	BB FACULTY ASSOCIATION		Trust & Agency Payment - TEACHDUE			37.35	
TA 024					Trust & Agency Payment - TEACHDUE			37.35	
301075	06/23/2022	6472	NYS CHILD SUPPORT PROCESSING CENTER		Trust & Agency Payment - GENSCU			34.61	
TA 023					Trust & Agency Payment - GENSCU			34.61	
301076	06/23/2022	6472	NYS CHILD SUPPORT PROCESSING CENTER		Trust & Agency Payment - GENSCU			34.61	
TA 023					Trust & Agency Payment - GENSCU			34.61	
301077	06/23/2022	6472	NYS CHILD SUPPORT PROCESSING CENTER		Trust & Agency Payment - STLAWSOU			75.00	
TA 023					Trust & Agency Payment - STLAWSOU			75.00	
301078	06/23/2022	2651	NYS TEACHER RETIREMENT SYSTEM		Trust & Agency Payment - TRSLN			36.00	
TA 027					Trust & Agency Payment - TRSLN			36.00	
301079	06/23/2022	4177	SAANYS		Trust & Agency Payment - SAANYS			2,402.00	
TA 024					Trust & Agency Payment - SAANYS			2,402.00	
301080	06/23/2022	3356	SEIU 200 UNITED		Trust & Agency Payment - UNIONDUE			135.00	
TA 024					Trust & Agency Payment - UNIONDUE			135.00	
301081	06/23/2022	3036	VOTE COPE		Trust & Agency Payment - VCOPE			133.90	
TA 034					Trust & Agency Payment - VCOPE			133.90	

# BYRON FORD GEN CSD

Check Warrant Report For TA - 27: PAYROLL 26 - 6/23/22 TA For Dates 6/13/2022 - 6/30/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Number of Transactions: 14									
Check Total:								133.90	
Warrant Total:								1,430,488.30	
Vendor Portion:								1,430,488.30	
Payroll Portion:								0.00	

## Certification of Warrant

I, the District Treasurer, hereby certify that I have verified the above claims, in number, in the total amount, and charge each to the proper fund. I further certify that the above claims are valid and correct and that the amount of each claim allowed is correct.

6/23/22  
 [Signature]  
 Date  
 [Signature]  
 Title

Check # Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
1518	07/07/2022		2559 NEW YORK STATE INCOME TAX		Trust & Agency Payment					
TA 021			NYS WITHHOLDING TAX		Trust & Agency Payment				3,999.83	
1519	07/07/2022		4247 OMNI GROUP		Trust & Agency Payment				3,999.83	
TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				90.00	
TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				367.00	
TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				835.00	
TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				425.00	
TA 029			EMPLOYEE TAX SHELTER ANNUITIES		Trust & Agency Payment				540.00	
1520	07/07/2022		5839 DEPARTMENT OF THE TREASURY		Trust & Agency Payment				2,257.00	
TA 026			SOCIAL SECURITY WITHHOLDING		Trust & Agency Payment				6,487.47	
TA 026			SOCIAL SECURITY WITHHOLDING		Trust & Agency Payment				6,487.47	
TA 022			FEDERAL WITHHOLDING TAX		Trust & Agency Payment				8,431.96	
TA 026			SOCIAL SECURITY WITHHOLDING		Trust & Agency Payment				1,517.28	
TA 026			SOCIAL SECURITY WITHHOLDING		Trust & Agency Payment				1,517.28	
1521	07/07/2022		6585 BANK OF CASTILE		Trust & Agency Payment				24,431.46	
TA 010			CONSOLIDATED PAYROLL		Trust & Agency Payment				79,980.41	
301082	07/07/2022		6472 NYS CHILD SUPPORT PROCESSING CENTER		Trust & Agency Payment - GENSCU				79,980.41	
TA 023			GARNISHMENTS		Trust & Agency Payment - GENSCU				75.00	
301083	07/07/2022		6472 NYS CHILD SUPPORT PROCESSING CENTER		Trust & Agency Payment - GENSCU				75.00	
TA 023			GARNISHMENTS		Trust & Agency Payment - GENSCU				34.61	





Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
301084		07/07/2022	6472	NYS CHILD SUPPORT PROCESSING CENTER		Trust & Agency Payment - STLAWSQU				34.61	
TA 023	GARNISHMENTS					Trust & Agency Payment - STLAWSQU		BU0067013		38.00	
						RADEL, TINAM					
Check Total:										34.61	
301085		07/07/2022	3350	SEIU 200-UNITED		Trust & Agency Payment - UNIONDUJE				36.00	
TA 024	DUES					Trust & Agency Payment - UNIONDUJE				36.00	
Check Total:										36.00	
Warrant Total:										135.00	
Vendor Portion										110,959.31	
Payroll Portion										0.00	

Number of Transactions: 8

Certification of Warrant

To: The District Treasurer, I hereby certify that I have verified the above claims. If number in the total amount of \$110,959.31. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

*[Signature]*  
Date  
*[Signature]*  
Signature  
Title

VP38

## Check Warrant Report For V - 1: July Bus BAN Paymnt Cash Disbursement For Dates 7/21/2022 - 7/22/2022



Check #	Account	Check Date	Vendor ID	Vendor Name	Account Description	Explanation	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
99161		07/21/2022		7716 GREENE COUNTY COMMERCIAL BANK			July 2022 Bus BAN principal and interest payment due				
V 9732.700-00-0000				BUS BAN INTEREST		July 2021 Bus BAN Interest pymt due 7/22/22	July 2022			1,571.68	
V 9732.600-00-0000				BUS BAN PRINCIPAL - BUSSES		July 2021 Bus BAN Principal pymt due on 7/22/22	July 2022			462,258.00	
Number of Transactions: 1											
										Check Total:	463,829.68
										Warrant Total:	463,829.68
										Vendor Portion:	463,829.68

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 463,829.68. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/16/22 Date  
Susan M. H. [Signature] Signature  
claims auditor Title

lyp

## BYRON BERGEN CSD

Bank Reconciliation for period ending on 6/30/2022

40



Account: General Fund  
Cash Account(s): A 200

Ending Bank Balance:	1,084,499.33
Outstanding Checks (See listing below):	- 191,188.81
Deposits in Transit:	+ 0.00
Other Credits:	+ 6,102.94
Other Debits:	- 0.00

6,000 Benefit Res. took too early - chg set up for July  
102.94  
ERS took wrong amount. Transferred back to 4 fund

Adjusted Ending Bank Balance:	899,413.46
Cash Account Balance:	899,413.46

## Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/18/2021	20877	MARK MAZZATTI	97.25
10/08/2021	21286	JACOB PROSPERO	80.80
10/08/2021	21288	DENISE RAMBALI	161.00
11/19/2021	21478	BRITTANY KESSLER	13.44
11/19/2021	21492	RALPH AND ROSIES DELI	35.98
12/24/2021	21582	ENCORE PIANO SERVICE	245.00
01/28/2022	99157	BENEFIT RESOURCE INC	625.00
04/29/2022	22068	RONALD BOYCE	150.38
04/29/2022	22082	KYLE GEER	100.25
04/29/2022	22104	PEARSON CLINICAL	761.51
05/13/2022	22132	A-VERDI STORAGE CONTAINERS	0.00
05/13/2022	22153	GV EDUCATIONAL PARTNERSHIP	0.00
05/27/2022	22219	GV SECONDARY PRINCIPALS ASSOC	100.00
05/27/2022	22224	KEN HODKINSON	80.80
05/27/2022	22236	HAROLD F NARON	100.25
05/27/2022	22250	SYNCB/AMAZON	0.00
05/27/2022	22263	WESTERN NEW YORK MEDICAL PRACTICE PC	1,268.50
06/10/2022	22269	A-VERDI STORAGE CONTAINERS	0.00
06/10/2022	22272	ASBO NEW YORK	388.38
06/10/2022	22283	CADENCE MUSIC	450.00
06/10/2022	22297	GV EDUCATIONAL PARTNERSHIP	0.00
06/10/2022	22310	MATT MERRILL	91.20
06/10/2022	22320	PATRICK PACINO	100.25
06/10/2022	22330	SYNCB/AMAZON	0.00
06/24/2022	22343	A-VERDI STORAGE CONTAINERS	580.00
06/24/2022	22350	CREEKSIDE INC	200.00
06/24/2022	22353	DJB PENS	145.70
06/24/2022	22354	CHRISTOPHER EAMES	106.65
06/24/2022	22355	ECO GREEN PARK	135.36
06/24/2022	22360	GO-BOX, LLC	1,416.88
06/24/2022	22361	GREG'RY'S	127.50
06/24/2022	22364	HILLSIDE CHILDREN'S CENTER	4,464.20
06/24/2022	22367	JOES AWARDS & TROPHIES	533.00
06/24/2022	22368	JOHNSON NEWSPAPER CORP C/O NEW YORK	64.04

# BYRON BERGEN CSD

Bank Reconciliation for period ending on 6/30/2022

Check Date	Check Number	Payee	Amount
06/24/2022	22369	PRESS SERVICE PAMELA R JOHNSON	79.09
06/24/2022	22370	JOSTENS	953.41
06/24/2022	22371	KUYPERS CONSULTING, INC	660.00
06/24/2022	22372	PATRICK MCGEE	50.00
06/24/2022	22374	MONROE COUNTY SCHOOL BOARDS AS	120.00
06/24/2022	22376	NAPA WEST RIDGE	102.69
06/24/2022	22377	NATIONAL GRID	7,208.35
06/24/2022	22378	MATT PECK	80.80
06/24/2022	22382	PRO-ED	1,855.70
06/24/2022	22383	QUILL CORPORATION	270.98
06/24/2022	22384	RALPH AND ROSIES DELI	192.05
06/24/2022	22388	RUSH HENRIETTA CENTRAL SCHOOL	1,939.20
06/24/2022	22389	SCHOOL SPECIALTY INC	317.30
06/24/2022	22398	WESTERN NEW YORK MEDICAL PRACTICE PC	1,703.88
06/29/2022	22399	ENERGY COOPERATIVE OF AMERICA	8,584.28
06/29/2022	22400	EZ PASS	28.33
06/29/2022	22401	NATIONAL GRID	310.56
06/29/2022	22402	U P S	33.90
06/29/2022	22402	U P S	-33.90
06/29/2022	22403	VALLEY ENERGY SERVICES LLC	5,336.92
06/29/2022	22404	WALMART COMMUNITY	218.39
06/29/2022	22405	WASTE MANAGEMENT OF NY LLC	1,367.12
06/29/2022	22406	UNITED STATES POST OFFICE	397.92
06/29/2022	22407	U P S	102.86
06/30/2022	22408	A-VERDI STORAGE CONTAINERS	1,050.00
06/30/2022	22409	APPLIED AUDIO	492.50
06/30/2022	22410	APPLIED MAINTENANCE SUPPLIES & SOLUTIONS LLC	7.25
06/30/2022	22411	BATAVIA CITY SCHOOLS.	7,509.97
06/30/2022	22412	BATEMAN, DAVID	49.14
06/30/2022	22413	BENEFIT RESOURCE INC	50.00
06/30/2022	22414	BEVERLY'S FLORAL & GIFTS	587.45
06/30/2022	22415	CROCKERS ACE HARDWARE	31.92
06/30/2022	22416	DALBERTH SPORTS	2,805.00
06/30/2022	22417	EMPIRE TRACTOR INC	24.54
06/30/2022	22418	ENERGY ENTERPRISES INC	300.00
06/30/2022	22419	KRISTINA FELDMAN	102.00
06/30/2022	22420	THOMAS FLYNN	102.00
06/30/2022	22421	GENESEE COMMUNITY CHARTER SCHOOL	12,306.85
06/30/2022	22422	GILLETTS HARDWARE	275.00
06/30/2022	22423	GRAINGER	642.80
06/30/2022	22424	GV EDUCATIONAL PARTNERSHIP	56,196.77
06/30/2022	22425	RICHARD HANNAN	34.90
06/30/2022	22426	HARRINGTONS GREENHOUSES	240.00
06/30/2022	22427	HOME DEPOT CREDIT SERVICES	1,457.74
06/30/2022	22428	INTEGRATED THERAPY SERVICES	16,450.00

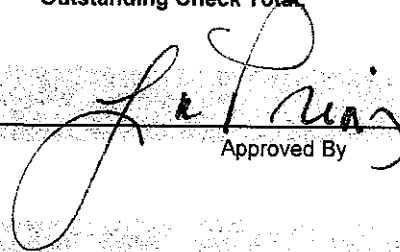
## BYRON BERGEN CSD

Bank Reconciliation for period ending on 6/30/2022

Check Date	Check Number	Payee	Amount
06/30/2022	22429	JOES AWARDS & TROPHIES	333.00
06/30/2022	22430	DR. EDMUND C. KOSIOREK III	5,000.00
06/30/2022	22431	SUSAN KUSZLYK	198.21
06/30/2022	22432	LAB AIDS INC	3,483.10
06/30/2022	22433	LEROY CENTRAL SCHOOL	23,633.11
06/30/2022	22434	PATRICK MCGEE	117.00
06/30/2022	22435	MONROE COUNTY WATER AUTHORITY	948.65
06/30/2022	22436	MUSIC AND ARTS	25.38
06/30/2022	22437	MUSIC THERAPY PATHWAYS	430.00
06/30/2022	22438	NYSCOSS	724.00
06/30/2022	22439	PIONEER VALLEY BOOKS	33.00
06/30/2022	22440	PREFERRED SEED COMPANY, INC.	3,700.00
06/30/2022	22441	STEPHEN J RAPALEE	45.00
06/30/2022	22442	RG TIMBS INC	317.25
06/30/2022	22443	ROCHESTER CITY SCHOOL DISTRICT	2,198.40
06/30/2022	22444	ROCHESTER GAS AND ELECTRIC	2,511.67
06/30/2022	22445	KENNETH ROGOYSKI	276.36
06/30/2022	22446	VICKY SHALLENBERGER	340.91
06/30/2022	22447	SYNCR/AMAZON	971.46
06/30/2022	22448	VERNIER SOFTWARE & TECHNOLOGY	110.40
06/30/2022	22449	WALMART COMMUNITY	35.92
06/30/2022	22450	WASTE MANAGEMENT OF NY LLC	88.40
06/30/2022	22451	WILLIAMSON LAW BOOK COMPANY	448.61
Outstanding Check Total:			191,188.81



Prepared By



Approved By



## BYRON BERGEN CSD

Bank Reconciliation for period ending on 6/30/2022

43

NVISION

Account: Gov't Premier Money Market  
Cash Account(s): A 202

Ending Bank Balance:		2,536,380.09
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 2,536,380.09

Cash Account Balance: 2,536,380.09

## Outstanding Check Listing

Check Date	Check Number	Payee	Amount
------------	--------------	-------	--------

Outstanding Check Total: 0.00

  
Prepared By

  
Approved By

## BYRON BERGEN CSD

Bank Reconciliation for period ending on 6/30/2022

Account: General Svgs - Non BB  
Cash Account(s): A 201

Ending Bank Balance:		434,927.25
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 434,927.25

Cash Account Balance: 434,927.25

## Outstanding Check Listing

Check Date	Check Number	Payee	Amount
------------	--------------	-------	--------

Outstanding Check Total: 0.00

  
Prepared By

  
Approved By

## BYRON BERGEN CSD

Bank Reconciliation for period ending on 6/30/2022

45



Account: Capital Fund  
Cash Account(s): H 200

Ending Bank Balance:		575,634.71
Outstanding Checks (See listing below):	-	95,612.05
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 480,022.66

Cash Account Balance: 480,022.66

## Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/30/2022	2642	CAMPUS CONSTRUCTION MANAGEMENT GROUP, INC.	7,700.00
06/30/2022	2643	CLARK PATTERSON ENGINEERS, SUR	2,412.05
06/30/2022	2644	KUEHNE CONSTRUCTION INC	16,625.00
06/30/2022	2645	KUEHNE CONSTRUCTION INC	64,600.00
06/30/2022	2646	KUEHNE CONSTRUCTION INC	4,275.00
Outstanding Check Total			95,612.05

Prepared By

Approved By

# BYRON BERGEN CSD

Bank Reconciliation for period ending on 6/30/2022

Account: Trust & Agency  
Cash Account(s): TA 200

Ending Bank Balance:		1,776.16	
Outstanding Checks (See listing below):	-	1,673.22	
Deposits in Transit:	+	0.00	
Other Credits:	+	0.00	
Other Debits:	-	102.94	ERS took diff amount
Adjusted Ending Bank Balance:		0.00	
Cash Account Balance:		0.00	

## Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/23/2022	301073	AFLAC NEW YORK	1,297.60
06/23/2022	301079	SAANYS	240.62
06/23/2022	301080	SEIU 200 UNITED	135.00
Outstanding Check Total:			1,673.22

*Ushall*

Prepared By

*J. n. Pring*

Approved By

## BYRON BERGEN CSD

Bank Reconciliation for period ending on 6/30/2022

Account: School Lunch  
Cash Account(s): C 200

Ending Bank Balance:		457,363.84
Outstanding Checks (See listing below):	-	3,902.52
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 453,461.32

Cash Account Balance: 453,461.32

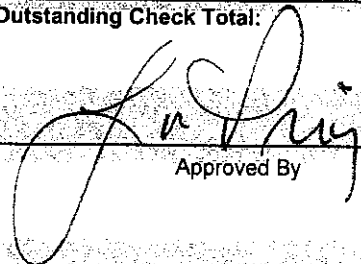
## Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/30/2021	200735	ANN GELL BOGARDUS	9.60
06/30/2021	200736	WILLIAM BUELL	24.50
09/10/2021	200768	THERESA SNYDER	8.85
11/05/2021	200807	ERICA KULZER	10.45
06/24/2022	200908	AMERICAN FRUIT & VEGETABLE CO	455.35
06/24/2022	200910	HERSHEYS ICE CREAM	198.60
06/30/2022	200915	AMERICAN FRUIT & VEGETABLE CO	128.90
06/30/2022	200916	KRISTY BARBER	97.75
06/30/2022	200917	DARLA BARNUM	12.90
06/30/2022	200918	LISA HALLER	7.30
06/30/2022	200919	AMANDA HART	23.00
06/30/2022	200920	JENNIFER JACOBS	29.00
06/30/2022	200921	MARK ROBBINS	6.65
06/30/2022	200922	AMY SINGER	19.10
06/30/2022	200923	LYNN STRZELECKI	42.65
06/30/2022	200924	DANIELLE THOM	17.55
06/30/2022	200925	UPSTATE NIAGARA COOPERATIVE	2,742.07
06/30/2022	200926	JENNIFER VANVALKENBURG	55.95
06/30/2022	200927	RENE VURRARO	12.35

Outstanding Check Total: 3,902.52



Prepared By



Approved By



## BYRON BERGEN CSD

Bank Reconciliation for period ending on 6/30/2022

48



Account: Federal Fund  
Cash Account(s): F 200

Ending Bank Balance:		260,069.60
Outstanding Checks (See listing below):	-	79,841.34
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 180,228.26

Cash Account Balance: 180,228.26

## Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/30/2022	400418	ARBOR SCIENTIFIC	603.05
06/30/2022	400419	INC. AVI FOODSYSTEMS	660.48
06/30/2022	400420	C & F TRANSPORTATION INC.	15,017.41
06/30/2022	400421	CENGAGE LEARNING INC	1,265.00
06/30/2022	400422	GENESEE COMMUNITY COLLEGE	13,181.92
06/30/2022	400423	GV EDUCATIONAL PARTNERSHIP	12,404.00
06/30/2022	400424	INTIVITY INC	29,930.29
06/30/2022	400425	NELSON AND PADE, INC	975.79
06/30/2022	400426	PASCO SCIENTIFIC	4,848.80
06/30/2022	400427	SCIENCE INTERACTIVE GROUP, LLC	42.55
06/30/2022	400428	SYNCH/AMAZON	679.71
06/30/2022	400429	WARD'S NATURAL SCIENCE EST LLC	232.34

Outstanding Check Total: 79,841.34

Prepared By

Approved By

## BYRON BERGEN CSD

Bank Reconciliation for period ending on 6/30/2022

Account: Payroll  
Cash Account(s): TA 200PP

Ending Bank Balance:		1,309.98
Outstanding Checks (See listing below):	-	1,309.98
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 0.00

Cash Account Balance: 0.00

## Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/09/2022	1555	LOGAN W. POCOCK	45.71
06/09/2022	1557	CHRISTOPHER M. EAMES	616.66
06/23/2022	1562	LOGAN W. POCOCK	24.38
06/23/2022	1564	WENDY L. BUCKLAND	36.57
06/23/2022	1567	CASEY L. MILLER	84.88
06/23/2022	1568	EMILY M. PAOLICELLI	334.16
06/23/2022	1570	CHRISTOPHER L. ZASTROCKY	167.62
Outstanding Check Total:			1,309.98



Prepared By

  
Approved By

## BYRON BERGEN CSD

Bank Reconciliation for period ending on 6/30/2022



Account: Tax Lockbox  
Cash Account(s): A 203

Ending Bank Balance:		0.00
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 0.00

Cash Account Balance: 0.00

## Outstanding Check Listing

Check Date	Check Number	Payee	Amount
------------	--------------	-------	--------

Outstanding Check Total: 0.00

*Aslae*

Prepared By

*For Pina*

Approved By

## BYRON BERGEN CSD

Bank Reconciliation for period ending on 6/30/2022

Account: Expendable Trust  
Cash Account(s): TE 200

Ending Bank Balance:		10,721.88
Outstanding Checks (See listing below):	-	4,205.70
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 6,516.18

Cash Account Balance: 6,516.18

## Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/04/2021	500155	SARA E GOODMAN	250.00
05/27/2022	500191	MAKENZIE ECCLESTON	105.70
05/27/2022	500195	GIANNA GRAFF	200.00
05/27/2022	500198	BROOKE JARKIEWICZ	1,000.00
05/27/2022	500200	DANYEL NOWATCHIK	150.00
05/27/2022	500201	LOGAN POCOCK	50.00
05/27/2022	500202	KATHERINE ROGOYSKI	100.00
05/27/2022	500203	ELLI SCHELEMANOW	50.00
05/27/2022	500204	ELLI SCHELEMANOW	250.00
05/27/2022	500206	SASHA SCHRAMM	200.00
05/27/2022	500207	SASHA SCHRAMM	1,000.00
05/27/2022	500208	GRACE SHEPARD	50.00
05/27/2022	500210	VURRARO, ALEXANDRA	500.00
06/10/2022	500216	CALEB CARLSON	250.00
06/24/2022	500218	BROOKE JARKIEWICZ	50.00
Outstanding Check Total:			4,205.70

Prepared By

Approved By

## BYRON BERGEN CSD

Bank Reconciliation for period ending on 6/30/2022

Account: Extra-Curricular  
Cash Account(s): TC 200

Ending Bank Balance:		19,069.88
Outstanding Checks (See listing below):	-	5,721.29
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 13,348.59

Cash Account Balance: 13,348.59

## Outstanding Check Listing

Check Date	Check Number	Payee	Amount
05/14/2021	600542	VOOS, JENNA	10.24
06/10/2021	600568	SARAH SAELI	15.56
06/24/2021	600594	EMILY HOFFMAN	322.41
06/24/2021	600619	ALLSION SUTTON	100.00
06/24/2021	600636	JOANNE CZACHOROWSKI	605.00
06/25/2021	600677	NICHOLAS MUHLENKAMP	86.22
05/05/2022	600769	GRACE SHEPARD	50.00
05/05/2022	600771	VURRARO, ALEXANDRA	50.00
05/05/2022	600772	VURRARO, ALEXANDRA	50.00
05/05/2022	600773	VURRARO, ALEXANDRA	50.00
05/17/2022	600778	GRACE SHEPARD	75.00
05/17/2022	600779	MADELYNN PIMM	75.00
06/01/2022	600786	RACHEL BEST	75.00
06/14/2022	600803	NOTRE DAME HIGH SCHOOL	400.00
06/17/2022	600810	HAMBURG NATURAL HISTORY SOCIETY, INC	568.00
06/17/2022	600811	KONA ICE OF GENESEE VALLEY	1,333.80
06/21/2022	600814	SEABREEZE AMUSEMENT PARK	1,796.50
06/23/2022	600822	RHONDA STREETER	58.56
Outstanding Check Total:			5,721.29

  
Prepared By

  
Approved By



## BYRON BERGEN CSD

Bank Reconciliation for period ending on 6/30/2022

Account: Debt Service Fund  
Cash Account(s): V 200

Ending Bank Balance:		910,375.63
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 910,375.63

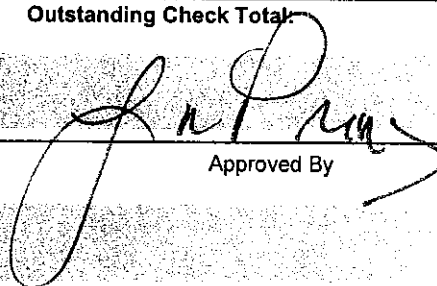
Cash Account Balance: 910,375.63

## Outstanding Check Listing

Check Date	Check Number	Payee	Amount
Outstanding Check Total:			0.00



Prepared By



Approved By

## BOARD RESOLUTION

**AUGUST 11, 2022**

Upon the recommendation of the Superintendent and on motion of \_\_\_\_\_  
and seconded by \_\_\_\_\_, the below individuals are approved members  
of the Byron-Bergen Health & Safety Committee for the 2022-2023 school year:

- Patrick McGee, Superintendent
- Ashley Grillo, Jr./Sr. High School Principal
- Betsy Brown, Director of Instructional Services
- Brian Meister, Elementary School Principal
- Roger Caldwell, Director of Facilities
- Jaime Vindigni, Transportation Coordinator
- Josh Brabon, School Resource Officer
- Amy Stevens, School Nurse and Infection Control Officer
- Robert Kaercher, School Counselor, Parent
- Mike Conine, Chemical Hygiene Officer
- Terry Vick, Jr./Sr. High School Faculty Representative
- Danielle Carson, Elementary School Faculty Representative, Parent
- Amy Phillips, Board of Education Trustee, Parent

Aye: \_\_\_\_\_

Nay: \_\_\_\_\_

BYRON-BERGEN CENTRAL SCHOOL DISTRICT  
OFFICE OF THE JR./SR. HIGH SCHOOL PRINCIPAL



INTEROFFICE MEMORANDUM

To: Patrick McGee  
From: Ashley John Grillo *ajg*  
Date: July 13, 2022  
Re: Extracurricular Activity Recommendations - Music

I would like to recommend the following faculty members to be advisors for the following extracurricular activities for the 2022-2023 school year:

Extracurricular Activity	Recommended Faculty Member(s)
Solo Festival - GWMEA	Joseph Paris
Solo Festival - NYSSMA - Chorus	Joseph Paris
All County Chorus (7-8)	Joseph Paris
All County Chorus (9-12)	Joseph Paris
All State - Vocal	Joseph Paris
Singing Silhouettes	Joseph Paris

xc: Board of Education

---

**BYRON-BERGEN CENTRAL SCHOOL DISTRICT****INTEROFFICE MEMORANDUM**

---

**TO:** Patrick McGee, Superintendent  
**FROM:** Ashley John Grillo, Jr/Sr High School Principal *ajg*  
**SUBJECT:** Extracurricular Activity Recommendations - Alliance for Equality  
**DATE:** July 25, 2022  
**CC:** Personnel File, Board of Education

---

I would like to recommend the following faculty members to be advisors for the following extracurricular activities for the 2022-23 school year:

Extracurricular Activity	Recommended Faculty Member(s)
Alliance for Equality	Heather Paining and Nichole Whiteford - co-advisors

---

**BYRON-BERGEN CENTRAL SCHOOL DISTRICT**

**INTEROFFICE MEMORANDUM**


---

**TO:** Patrick McGee, Superintendent  
**FROM:** Ashley John Grillo, Jr/Sr High School Principal *ajg*  
**SUBJECT:** Content Leaders at Jr/Sr High School  
**DATE:** July 25, 2022  
**CC:** Personnel File, Board of Education

---

I would like to recommend the following faculty members to be advisors for the following extracurricular activities for the 2022-23 school year:

Extracurricular Activity	Recommended Faculty Member(s)
English Language Arts Content Leader	Diana Walther
Social Studies Content Leader	Nicholas Muhlenkamp and Ken Gropp - co-leaders
Mathematics Content Leader	Tiffany Luksch
Science Content Leader	Peter Spence



---

**BYRON-BERGEN CENTRAL SCHOOL DISTRICT****INTEROFFICE MEMORANDUM**

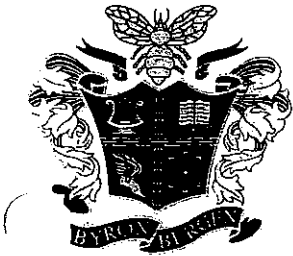
---

**TO:** Patrick McGee, Superintendent  
**FROM:** Ashley John Grillo, Jr/Sr High School Principal *ajg*  
**SUBJECT:** Athletics - Modified Boys Soccer Coach  
**DATE:** July 25, 2022  
**CC:** Personnel File, Board of Education

---

I would like to recommend the following faculty members to be advisors for the following athletic coaching positions for the 2022-23 school year:

Extracurricular Activity	Recommended Faculty Member(s)
Modified Boys Soccer	Elliott Flint



# BYRON-BERGEN CENTRAL SCHOOL DISTRICT


## Elementary School

6917 West Bergen Road  
Bergen, NY 14416-9747  
(585) 494-1220



Superintendent – Patrick McGee  
Business Administrator – Lori Prinz  
Director of Instructional Services – Betsy Brown  
Principal – Brian T. Meister

To: Patrick McGee  
Superintendent

From: Brian Meister   
Principal

Re: Recommendation for Summer Hours

Date: July 25, 2022

I am recommending the following teacher be paid up to 5 hours during the summer of 2022.

Leah Lyons  
Ayn Gardner  
Shana Feissner  
Elizabeth Overhoff  
Charity Kinkelaar  
Jenna Voos

BM/jm



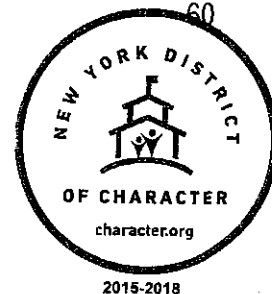
Byron-Bergen Central School District's **MISSION** is to inspire, prepare, and support using the **VALUES** of compassion, humility, kindness, and persistence with the **VISION** to change the world.



# BYRON-BERGEN CENTRAL SCHOOL DISTRICT

## Elementary School

6917 West Bergen Road  
Bergen, NY 14416-9747  
(585) 494-1220



Superintendent – Patrick McGee  
Business Administrator – Lori Prinz  
Director of Instructional Services – Betsy Brown  
Principal – Brian T. Meister

To: Patrick McGee  
Superintendent

From: Brian Meister *BM*  
Principal

Re: Recommendation for Summer Hours

Date: July 25, 2022

I am recommending the following teacher aides be paid up to 4 hours during the summer of 2022.

Robyn Gunther  
Beth Wilson  
Michelle Wood

BM/jm



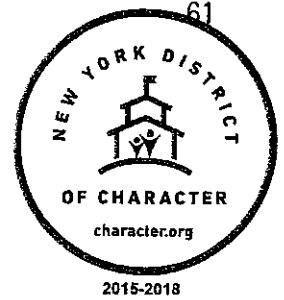
Byron-Bergen Central School District's **MISSION** is to inspire, prepare, and support using the **VALUES** of compassion, humility, kindness, and persistence with the **VISION** to change the world.



# BYRON-BERGEN CENTRAL SCHOOL DISTRICT


## Elementary School

6917 West Bergen Road  
Bergen, NY 14416-9747  
(585) 494-1220



Superintendent – Patrick McGee  
Business Administrator – Lori Prinz  
Director of Instructional Services – Betsy Brown  
Principal – Brian T. Meister

To: Patrick McGee  
Superintendent

From: Brian Meister   
Principal

Re: Elementary School Extra-Curricular Appointments

Date: July 19, 2022

I would like to recommend the following individuals be appointed as extra-curricular advisors for the 2022-2023 school year.

Page Turners 4	Marielle Follaco
Page Turners (Gr. 5)	Craig Schroth
Safety Patrol	Erin Varley
Science Fair Coordinator	Craig Schroth
4 <sup>th</sup> Grade Chorus	Karen Tischer
4 <sup>th</sup> Grade Band	Bob Lancia
Elementary Student Council	Split-Jenna Voos and Deborah Slocum
GWMEA Solo Fest	Bob Lancia
Yearbook	Colleen Hardenbrook
Intramural Coordinator	Brian Tatar
Intramurals	Brian Tatar
Intramurals	Grace Campbell
Intramurals	Danielle Carson
Intramurals	Chris Chapman

BM/jm



Byron-Bergen Central School District's **MISSION** is to inspire, prepare, and support using the **VALUES** of compassion, humility, kindness, and persistence with the **VISION** to change the world.

---

**BYRON-BERGEN CENTRAL SCHOOL DISTRICT****INTEROFFICE MEMORANDUM**

---

**TO:** Patrick McGee, Superintendent  
**FROM:** Ashley John Grillo, Jr/Sr High School Principal  
**SUBJECT:** Recommendation for Kathryn Grattan  
**DATE:** July 22, 2022  
**CC:** Personnel File, Board of Education

---

I recommend Kathryn Grattan as the 1.0 FTE Jr/Sr high School Assistant Principal effective August 1, 2022. She performed very well in all three rounds of interviews and we feel that she will be an effective leader in the Byron-Bergen School District.





# BYRON-BERGEN CENTRAL SCHOOL DISTRICT

## Elementary School

6917 West Bergen Road  
Bergen, NY 14416-9747  
(585) 494-1220



Superintendent – Patrick McGee  
Business Administrator – Lori Prinz  
Director of Instructional Services – Betsy Brown  
Principal – Brian T. Meister

To: Patrick McGee  
Superintendent

From: Brian Meister *for*  
Principal

Re: Elementary Teacher Recommendation – Melissa Conaghan

Date: July 27, 2022

I am recommending Melissa Conaghan for appointment as a 1.0 FTE teacher in the area of Elementary Teacher. After an extensive interview process, Ms. Conaghan stood out as a top candidate.

BM/jm



Byron-Bergen Central School District's **MISSION** is to inspire, prepare, and support using the **VALUES** of compassion, humility, kindness, and persistence with the **VISION** to change the world.



## INTEROFFICE MEMORANDUM

TO: PATRICK MCGEE  
 FROM: BETSY BROWN *bb*  
 SUBJECT: MENTOR APPOINTMENTS  
 DATE: AUGUST 2, 2022

Pat,

I am recommending the following teachers to be mentors for our 1<sup>st</sup> year and 2<sup>nd</sup> Year teachers during the 2022-23 school year.

## SCHOOL YEAR: 2022-23

Name	Mentor to a	Mentee Name	Position
Ken Gropp	1st Year Teacher	Janet Williams	Jr/Sr HS English (8th Grade)
Alana Penna	1st Year Teacher	Trey Nadolinski	Jr/Sr HS Special Education
Ken Rogoyski	1st Year Teacher	Joseph Parish	Jr/Sr HS Music
Jess Golino-Smith	1st Year Teacher	Alyssa Hancock	School Social Worker
Aaron Clark	2nd Year Teacher	Elliott Flint	Jr/Sr HS Science Teacher
Sandy Auer	2nd Year Teacher	Marc Palmer	Jr/Sr HS Technology Teacher
Rob Kaercher	2nd Year Teacher	Courtney Westberg <i>Baps +</i>	School Social Worker
Jason Blom	2nd Year Teacher	Mary Bochicchio	Elementary School Teacher - 5th grade
Danielle Carson	2nd Year Teacher	Kaitlyn Blackburn	Elementary School Teacher - Reading Specialist
Diane Taylor	2nd Year Teacher	Leah Lyons	Elementary School Teacher - UPK
Diana Walther	2nd Year Teacher	Cayli Carmona	Elementary School Teacher LTS - 5th Grade
Craig Schroth	2nd Year Teacher	Meaghan Reihs	Elementary School Teacher LTS - 1st Grade
Megan Wahl	2nd Year Teacher	Savannah Vascukynas	Elementary School Teacher - 3rd Grade
Karen Tischer	2nd Year Teacher	Grace Campbell	Elementary School Physical Education

Betsy Brown  
 Director of Instructional Services  
 Byron-Bergen Central School



## INTEROFFICE MEMORANDUM

TO: PATRICK MCGEE, SUPERINTENDENT  
FROM: BETSY BROWN, DIRECTOR OF INSTRUCTIONAL SERVICES *mb*  
SUBJECT: SUMMER CURRICULUM WRITING  
DATE: AUGUST 1, 2022

Pat,

I am recommending the following teachers to work on curriculum this summer with a focus on developing curriculum and assessments, as well as, identifying areas of learning loss from the 2021-22 School Year. Teachers will be paid at the professional rate per BBFA contract.

Teacher Name	Grade	Hours
Andrew McNeil	English	up to 6 hours



## INTEROFFICE MEMORANDUM

TO: PATRICK MCGEE, SUPERINTENDENT  
FROM: BETSY BROWN, DIRECTOR OF INSTRUCTIONAL SERVICES *BB*  
SUBJECT: SUMMER SPECIAL EDUCATION CSE MEETINGS AND TRAINING  
DATE: AUGUST 1, 2022

Pat,

I am recommending the following Special Education, Related Service Providers, and General Education teachers to attend CSE meetings, write IEPs, and participate in Really Great Reading Training. The reading training focuses on assessing to identify areas of learning loss from the 2021-22 School Year and implementing researched based instruction. Teachers will be paid at the professional rate per BBFA contract.

Teacher Name	Grade	Hours	Work Time Focus
Jillian Bradigan	Primary 12:1+1	Up to 8 Hours	CSE Meetings and Reading Training
Natalie Malick	Intermediate 12:1+1	Up to 6 hours	Reading Training
Evelyn Hunt	HS Special Education	Up to 6 hours	Reading Training
Alana Penna	HS Special Education	Up to 8 hours	CSE Meetings and Reading Training
Kelly Lovell	HS Special Education	Up to 2 hours	CSE Meetings and IEP Writing
Heather Painting	Jr HS Special Education	Up to 8 hours	CSE Meetings and Reading Training
Heather Young	Elementary Special Education	Up to 6 hours	Reading Training
Dianne Powers	Speech	Up to 8 hours	CSE Meeting and Reading Training
Jodi Gilbert	Speech	Up to 6 hours	Reading Training
Katlin Blackburn	K-6 Reading	Up to 6 hours	Reading Training
Kerri Smith	Jr HS Special Education	Up to 6 hours	Reading Training
Shana Feissner	Kindergarten	Up to 2 hours	CSE Meetings
Terry Vick	Jr/Sr HS Special Education	Up to 2 hours	CSE Meetings
Laurie Penepent	English	Up to 4 hours	CSE Meetings



# BYRON-BERGEN CENTRAL SCHOOL DISTRICT

## Elementary School

6917 West Bergen Road  
Bergen, NY 14416-9747  
(585) 494-1220



Superintendent – Patrick McGee  
Business Administrator – Lori Prinz  
Director of Instructional Services – Betsy Brown  
Principal – Brian T Meister

To: Patrick McGee  
Superintendent

From: Brian Meister   
Principal

Re: Elementary Teacher Recommendation – Tammy Stewart

Date: July 27, 2022

I am recommending Tammy Stewart for appointment as a 1.0 FTE teacher in the area of Elementary Teacher. After an extensive interview process, Ms. Stewart stood out as a top candidate.

BM/jm



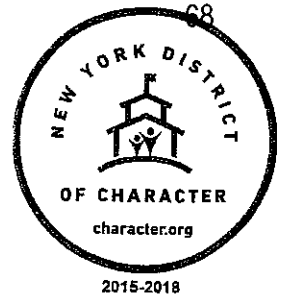
Byron-Bergen Central School District's **MISSION** is to inspire, prepare, and support using the **VALUES** of compassion, humility, kindness, and persistence with the **VISION** to change the world.



# BYRON-BERGEN CENTRAL SCHOOL DISTRICT

## Elementary School

6917 West Bergen Road  
Bergen, NY 14416-9747  
(585) 494-1220



Superintendent – Patrick McGee  
Business Administrator – Lori Prinz  
Director of Instructional Services – Betsy Brown  
Principal – Brian T. Meister

To: Patrick McGee  
Superintendent

From: Brian Meister *BM*  
Principal

Re: Recommendation for Long Term Substitute Teacher

Date: July 29, 2022

I am recommending Darlene Sommerfeldt as a Long Term Substitute for an elementary education teaching position for the 2022-2023 school year. After an extensive interview process, Ms. Sommerfeldt stood out as a top candidate.

BM/jm



Byron-Bergen Central School District's **MISSION** is to inspire, prepare, and support using the **VALUES** of compassion, humility, kindness, and persistence with the **VISION** to change the world.



## CIVIL SERVICE POSITION RECOMMENDATION

Upon my recommendation, Teal Langmaid (candidate name) is hereby recommended to be appointed to the ☐ provisional\* ☒ probationary\*\* ☐ permanent (check one) Civil Service ☐ substitute ☐ parttime ☐ full-time (check one) position of School Monitor (Civil Service job title).

- \* The position is considered provisional if it is a Civil Service tested position and we did not hire from the list of eligibles. The candidate must take the test as soon as it is offered and be reachable on the eligible list to become a probationary employee.
- \*\* If the position is probationary, please state what the probationary period will be. Probationary period is 52 weeks (max. 52 weeks).

The rate of pay will be \$ 14<sup>00</sup> per ☒ hour ☐ annum (will be pro-rated if hired after start of fiscal school year) (check one). All other terms and conditions are per the below applicable employment contract (check one):

☐ Office Personnel & Teachers' Aides Association

☐ Bus Driver's Association

☐ Service Employees International Union Local 200United

☒ None Applicable

Additional Information/Comments: Teal will be on one of our special needs  
bus runs Am + Pm

James Dindym  
Supervisor Signature

8/1/22  
Date

### FOR BUSINESS/DISTRICT OFFICE USE ONLY

For BOE Meeting on: \_\_\_\_\_ Candidate Start Date: 8/30/22

Replaces: \_\_\_\_\_ Payroll Budget Code: \_\_\_\_\_

#### Attachments Required for Board Recommendation:

☐ Civil Service Application

☐ Reference Information

☐ Civil Service Approval

☐ Fingerprint Clearance

---

BYRON-BERGEN CENTRAL SCHOOL DISTRICT  
OFFICE OF THE TRANSPORTATION COORDINATOR



August 1, 2022

Lori Prinz

RE: Teal Langmaid-School Monitor

Lori,

I would like to recommend Teal Langmaid for the position of School Monitor for the school year 2022-2023.

Teal comes with wonderful references on how great she is with kids. She will be on our special needs bus and will be a great asset and I believe will work well with the current driver on that run.

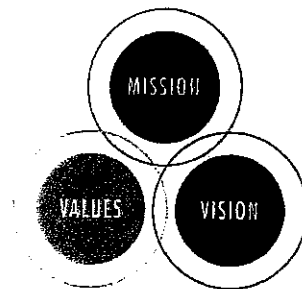
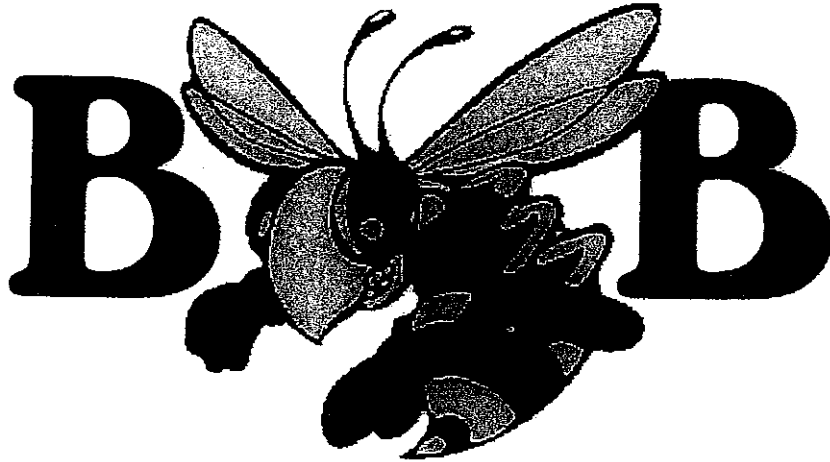
Jaime Vindigni

2022-2023

# District-Wide School Safety Plan

## Byron-Bergen Central School District

---



Byron-Bergen Central School  
District's **MISSION** is to inspire,  
prepare, and support using the  
**VALUES** of compassion, humility,  
kindness, and persistence with  
the **VISION** to change the world.

Approved by the Byron-Bergen Board of Education  
on August 11, 2022

The District Chief Emergency Officer is the Superintendent, or the Superintendent's Designee.

Patrick McGee, Superintendent

(585) 494-1220, ext. 2829

[pmcgee@bbschools.org](mailto:pmcgee@bbschools.org)

Betsy Brown (Superintendent's Designee) – Director of Instructional Services

(585) 494-1220, ext. 2509

[bbrown@bbschools.org](mailto:bbrown@bbschools.org)

## TABLE OF CONTENTS

<b>SECTION I – GENERAL CONSIDERATIONS AND PLANNING GUIDELINES</b>	
Purpose .....	5
Identification of School Teams .....	5
Concept of Operations .....	5
Plan Review and Public Comment .....	5
Health & Safety Committee Members .....	6
<b>SECTION II – RISK REDUCTION/PREVENTION AND INTERVENTION</b>	
Prevention/Intervention Strategies Program Initiatives .....	7
Training, Drills, and Exercises .....	7
Implementation of School Security .....	8
Duties of Security Personnel .....	8
Vital Educational Agency Information .....	8
Early Detection of Potentially Violent Behaviors .....	8
Hazard Identification .....	9
<b>SECTION III – RESPONSE</b>	
Notification and Activation (Internal and External Communications) .....	9
Situational Responses/Multi-Hazard Responses	
Shelter-In-Place .....	10
Hold-In-Place .....	10
Evacuation .....	11
Lockout .....	11
Lockdown .....	11
Response Actions to Specific Emergencies .....	12
Responses to Acts of Violence: Implied or Direct Threats .....	13
Arrangements for Obtaining Emergency Assistance from	
Local Governments .....	14
Procedures for Obtaining Advice and Assistance from	
Local Government Officials .....	14
Procedures to Coordinate the Use of School District Resources and	
Manpower During Emergencies .....	15
Protective Action Options	
Early Dismissal .....	15
Evacuation .....	15
Sheltering/Lockout (Internal and External) .....	16
School Cancellation .....	16
Lockdown .....	16
Weather Related .....	16
BOCES, Private, or Parochial Transportation .....	16

**TABLE OF CONTENTS (Cont'd.)****SECTION IV – RECOVERY**

District Support for Buildings .....	17
Disaster Mental Health Service .....	17
APPENDIX A – School Resource Officer MOU .....	18
APPENDIX B – Byron-Bergen CSD Organizational Chart .....	25
APPENDIX C – Public Employer Health Emergency Plan .....	26



## SECTION I – GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

**A. Purpose** – The Byron-Bergen Central School District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Byron-Bergen Central School District Board of Education, the Superintendent of Byron-Bergen Central School District appointed a District-Wide School Safety Team and charged it with the development and maintenance of the District-Wide School Safety Plan.

**B. Identification of School Teams** – The Byron-Bergen Central School District has appointed a District-Wide School Safety Team consisting of, but not limited to, representatives of the teachers, administrators, parents, school safety personnel, first responders and other school personnel.

**C. Concept of Operations** – The District-Wide School Safety Plan was designed from information compiled from the Building-Level Emergency Response Plans. In the event of a school or district emergency, the District will adhere to the policies and procedures within these plans. The Superintendent will activate the Emergency Response Teams, as indicated within the Building-Level Emergency Response Plans, and these Teams will be the initial personnel to respond to an event. The District will call upon the resources of first-responders and other emergency personnel as appropriate to augment response. The Trauma, Illness, and Grief (TIG) Team may also be activated.

**D. Plan Review and Public Comment** – Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The District-Wide School Safety Plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Education.

Full copies of the District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

This plan will be reviewed periodically during the year and will be maintained by the District-Wide Safety Team. The required annual review will be completed on or before July 1st of each year after its adoption by the Board of Education. A copy of the plan will be available at the Byron-Bergen Central School District Office (located at 6917 West Bergen Road, Bergen, NY 14416). It can also be found on the District's webpage at [www.bbschools.org](http://www.bbschools.org) or by calling (585) 494-1220.

8 NYCRR Section 155.17 (e)(3) mandates that a copy of the ERP and any amendments shall be filed with the appropriate local law enforcement agency and with the New York State Police. Copies of the Emergency Response Plan, including appendices and annexes are distributed to members of the School Safety Teams, the Byron and Bergen Fire Departments, and Genesee County Sheriff's Office.

#### **Health & Safety Committee Members**

Patrick McGee - Superintendent  
 Ashley Grillo - Jr./Sr. High School Principal, Parent  
 Betsy Brown - Director of Instructional Services  
 Brian Meister - Elementary School Principal  
 Roger Caldwell - Director of Facilities  
 Jaime Vindigni - Transportation Coordinator  
 Josh Brabon - School Resource Officer  
 Amy Stevens - School Nurse and Infection Control Officer  
 Robert Kaercher - School Counselor, Parent  
 Mike Conine - Chemical Hygiene Officer  
 Terry Vick - Jr./Sr. High School Faculty Representative  
 Danielle Carson - Elementary School Faculty Representative, Parent  
 Amy Phillips - Board of Education Trustee, Parent

## SECTION II – RISK REDUCTION/PREVENTION AND INTERVENTION

**A. Prevention/Intervention Strategies Program Initiatives** – The District has implemented various programs and activities aimed at improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of:

- Non-Violent conflict resolution training programs
- Direct instruction of violence prevention and mental health awareness
- Professional development for faculty and staff on situational and multi-hazard responses
- TIG Team (Trauma, Illness, and Grief) implementation
- Peer mediation and adult mentoring programs
- Establishing anonymous reporting mechanisms for school violence/bullying
- Awareness and intervention programs, designed by the Counseling Department and the School Resource Officer
- District-sponsored community education seminars and informal programs at times that are convenient to parents and families

**Training, Drills, and Exercises** – Administrators, staff, and students engage in policies and procedures for annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. These drills and training include: early go-home drill; table top exercises; live drills; and Emergency Management Team exercises. These exercises are also completed with members of the Genesee County Sheriff's Department and members of the local Fire Departments. All staff members are trained on school security protocols and best practices. Members of the TIG Team (Trauma, Illness, and Grief) are trained to work cooperatively with the District and Building Safety Teams to coordinate support for training, drills, and exercises.

**Implementation of School Security** – The Byron-Bergen Central School District has comprehensive policies and procedures designed to provide school building security, including the use of school safety officers and/or security devices and other procedures. Some of these security measures include: controlling traffic flow on campus; hall monitors; visitor badge/sign-in procedures; video surveillance; metal detectors; a school resource officer; security audit; canine searches and training all staff on crisis intervention.

**Duties of Security Personnel** - The School Resource Officer is charged with maintaining the safety of the building through a series of activities. These include making rounds throughout the buildings and grounds to maintain a presence; assisting the Assistant Principals' office with student discipline; assist in the execution of the Emergency Management Plan; be competent with the use of the school's security camera system; serve as a liaison between the school, law enforcement, and emergency response teams; serve on the District Safety Committee; be a daily presence during the lunches to assist in supervising students; make recommendations to administration in terms of best practice with regards to student and staff safety.

**Vital Educational Agency Information** – The District maintains copies of student/family census material (including contact and custodial information) in an electronic and hard copy form. This Vital Educational Agency Information is maintained and updated regularly. In the event that an evacuation is necessary, administration will have access to this information electronically, if conditions allow, and in hard copy form. This will be updated at the beginning of each school year or when personnel changes, and then on a regular basis. Any details about the building population are confidential and only listed in the Building Emergency Plan.

**B. Early Detection of Potentially Violent Behaviors** – The District maintains policies and procedures for the dissemination of informative materials regarding the early detection of potentially concerning behaviors, including, but not limited to the identification of family, community, and environmental factors to teachers, administrators, parents/guardians, students, and other persons deemed appropriate to receive such information. To prepare for violent incidents and increase student safety, all staff members are trained annually on the identification of early warning signs and violence prevention strategies. The District Safety

Team will make recommendations for additional trainings based on relevant topics and/or a needs-assessment model.

**C. Hazard Identification** – Sites for potential emergencies include: the primary and secondary school buildings, property adjacent to the schools (athletic fields, playground areas, and parking lots), school buses, and field trips.

### SECTION III – RESPONSE

**A. Notification and Activation (Internal and External Communications)** – The District has identified procedures for contacting appropriate law enforcement officials in the event of a violent incident. The District's procedures include maintaining a list of local law enforcement agencies, and the designation of the individuals who are authorized to contact law enforcement agencies.

The District will inform all educational agencies within the school district of a disaster or emergency situation by means of:

- Telephone
- Email
- Emergency responders
- PA system

In the event of an emergency or impending emergency, the Superintendent will notify all appropriate faculty and staff. This includes the administrative teams in the:

- Byron-Bergen Elementary School
- Byron-Bergen Jr./Sr. High School
- Byron-Bergen District Office
- Byron-Bergen Transportation/Maintenance Facility

Parents, guardians, or persons in parental relation to the students will be contacted in the event of an emergency by the administrative team via:

- Instant Connect System (telephone and text)
- Website/Social Media
- Email
- Local media
- Emergency Alert Broadcast System

**B. Situational Responses/Multi-Hazard Responses – Responses/Actions –** Included in the building-level safety plans are for handling multi-hazard emergencies and are in compliance with the Incident Command System (ICS). Functional Annexes (specific information and direction) provide standard language and procedures, and are intended to be transferable to schools statewide - modifications are not recommended. These protocols are updated annually and are included in the confidential Building-Level Emergency Response Plan. These guidelines include, but are not limited to:

1. **Shelter-In-Place:** A Shelter-In-Place annex describes courses of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or rooms/hallways without windows (such as in the event of a tornado).
2. **Hold-In-Place:** If there is an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue, or medical emergency that requires student and staff movement to be limited, a “Hold-In-Place” may be initiated. This is intended to keep students and staff out of the affected area until the situation can be rectified.

3. **Evacuation:** Should take place if it is determined that it is safer outside than inside the building (i.e.; fire, explosion, intruder, hazardous material spill) and staff, students, and visitors can safely reach the evacuation location without danger.
4. **Lockout:** Describes the courses of action the school will execute to secure school buildings and grounds during incidents that pose an imminent concern outside of the school. The primary objective of a lockout is to quickly ensure all school staff, students, and visitors are secured in the school building away from the outside danger.
5. **Lockdown:** Describes the courses of action schools will execute to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school. The primary objective of a lockdown is to quickly ensure all school staff, students, and visitors are secured in rooms away from immediate danger.



**Response Actions to Specific Emergencies** - Note that all emergencies are unique and it may be more effective to implement other response actions than those that are listed in this chart. The Incident Commander will need to make the ultimate decision.

<b>Criminal Offenses</b>	(Notify police for all incidents)
Bomb Threat	Shelter or Evacuate
Biological Threat	Shelter and Evacuate
Civil Disturbance	Shelter or Lockdown
Hostage Taking	Lockdown
Intrusion	Lockdown
Kidnapping	Lockdown
<b>Natural Hazards</b>	
Earthquake	Shelter
Flood	Shelter or Evacuate
Thunderstorm/Lightening	Shelter
Tornado	Shelter
Winter Storm	Cancellation, Shelter or Evacuate
<b>Technological Hazards</b>	
Airplane Crash	Shelter or Evacuate
Gas Leak	Evacuate
Hazardous Leak Off-Site	Shelter
Hazardous Leak On-Site	Evacuate
Water Loss	Evacuate
<b>Fire and/or Explosion</b>	Evacuate
<b>System Failure</b>	
Building Structural	Evacuate
Electrical	Evacuate or Early Dismissal
Heating	Early Dismissal
Transportation Fleet	Arrange Alternate Transportation
Roof	Evacuate
Sewage System	Evacuate or Early Dismissal
<b>Medical Emergency (Ambulance Needed)</b>	Hold In Place

**Responses to Acts of Violence: Implied or Direct Threats** – The Byron-Bergen Central School District uses the following type(s) of procedure(s):

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform Building Principal of implied or direct threat.
- Initiate lockdown, lockout, or evacuate if appropriate.
- Determine level of threat with Superintendent/designee.
- Contact the appropriate law enforcement agency, if necessary.
- Discipline or legal action, as appropriate.
- Monitor the situation, adjust response as appropriate.

Policies and procedures for responding to acts of violence by students, teachers, other school personnel, and visitors to the school including threats by students against themselves, which may include the risk of suicide.

- Gather and verify the information regarding the situation; be as specific and clear as needed.
- Review school procedures.
- Principal will notify the Superintendent's Office.
- Superintendent will decide in what way other schools will be informed of the situation.
- Principal/Building TIG contact will contact the District TIG Coordinator. Determinations are made as to how and when to share information with TIG Team, and other affected buildings.
- Consult with law enforcement regarding which details are to be shared.
- Identify who will act as a family liaison and then that individual will contact the family members to discuss how and what information they wish to be shared with their student.

- Consult SchoolTool to identify which students would be most closely affected. If any child at school is directly affected by the situation decisions will be made as to level of disclosure. Identify list of students and staff that are directly impacted and divide among members for check-in. Timing needs to be immediate as we wish to avoid students becoming aware of a situation via their personal communication devices. If this does occur, support will be given to those students. Referrals offered and support encouraged.
- A suitable room or area for support will be designated as a specific location for the TIG Committee members.
- Building level TIG Team meets with school psychologist, school counselor, school nurse, Principal and/or TOSA, to formulate a plan for the day.

**Arrangements for Obtaining Emergency Assistance from Local Government –** The District has identified the procedures to be used to obtain assistance during emergencies from emergency service organizations and local government agencies.

- Superintendent/Designee in an emergency will contact the 911 center for police, fire or EMS response.
- Superintendent/Designee contacts the highest-ranking local government official for notification and/or assistance

**Procedures for Obtaining Advice and Assistance from Local Government Officials –** The District has identified the procedures to be used to obtain advice and assistance from local government officials including the county, town, or village officials responsible for implementation of Article 2B of the Executive Law.

- Superintendent/Designee in an emergency will contact the emergency management coordinator and/or the highest ranking local government official for obtaining advice and assistance.

**Procedures to Coordinate the Use of School District Resources and Manpower During Emergencies** – The District has identified procedures to use school resources including, but not limited to:

- Facilities for sheltering and buses for transportation
- Maintenance trucks for material transport
- Maintenance machines for moving items/transport as necessary.
- Emergency response equipment, including first aid supplies, barriers, emergency response kits, temporary shelter.
- Food for temporary sheltering
- Technology as appropriate (cell phones, landline phones, fax machines, walkie talkies)
- Cots, blankets, etc., as available

**Protective Action Options** – The following actions will be considered in response to an emergency where appropriate.

- **Early Dismissal** - for situations that warrant sending students home safely prior to the end of regular school day (see Weather Related). Arrange transportation, contact local media, and activate the parent notification system.
- **Evacuation** - (before, during, and after school hours, including security during evacuation/evacuation routes). After determining the level of threat, contact the Transportation Coordinator to arrange transportation if necessary. Clear all evacuation routes and sites prior to evacuation. Evacuate all staff and students to pre-arranged evacuation sites. Account for all students and staff population. Report any missing staff or students to the Building Principal/Designee.

- **Sheltering/Lockout** (internal and external) - Determine the level of threat. Determine location of sheltering depending on the nature of the incident. Account for all students and staff. Report any missing staff or students to the Building Principal/Designee. Determine other occupants in the building. Make appropriate arrangements for human needs. Take appropriate safety precautions. Establish a public information officer to provide information. Retain appropriate District personnel until all students have been returned home.
- **School Cancellation** - When situations warrant the safety of the students to remain at home. If the school closes or closes early because of hazardous road/weather conditions there shall be NO activities sponsored by the school in any of the school facilities (see Weather Related).
- **Lockdown** - During situations of hostile criminal act or where students/staff must be safety secured, provisions shall be in place to secure the building and occupants. Implement "Security of a Crime Scene Procedures" to protect any area from disturbance where a potential crime has been committed.

**Weather Related** - The Transportation Coordinator shall investigate road conditions and contact the dispatcher in the Town, County, and State Highway Departments, as well as the Genesee County Sheriff's Department for reports on road conditions and then report conditions and recommendations to the Superintendent. The Superintendent shall make the decision whether to close or not. The Superintendent or his/her designee shall contact the Transportation Coordinator, Director of Facilities, and the Building Administrators to advise them of that decision and if appropriate, the time for dismissal. Principals or other designees shall contact the local radio/television stations on the emergency list as soon as it is possible. Instant Connect will be activated.

**BOCES, Private, or Parochial Transportation.** If the District is closed because of hazardous conditions of roads, students who live in the District will not be transported to BOCES, private or parochial schools.

## SECTION IV – RECOVERY

**A. District Support for Buildings** – The District resources will support the Emergency Response Teams and the Post-Incident Response Teams in the affected Schools as needed. The Post-Incident Response is intended for initiating and establishing crisis intervention to affected employees/students. After an incident, the school teams shall meet and review the following:

- Establish documents
- Assess changes needed to the Emergency Response Plan
- Consider additional training or resources
- Evaluate the current violence prevention/school safety activities
- Provide appropriate counseling services
- Assemble TIG Team (Trauma, Illness, and Grief)
- Maintenance/repair to Transportation systems or Custodial Staff
- Establish meeting times with staff, students, families, public meeting, and/or other methods to communicate
- Superintendent will communicate with media

**B. Disaster Mental Health Service**

- The District Office will assist in the coordination of Disaster Mental Health Resources, in support of the Post-Incident Response Teams, in the affected school(s). The TIG Team, counselors, and school psychologists will be an integral part of this evaluation.
- The District will evaluate the response in the recovery and assess violence prevention and school safety activities and what the school can do to improve its plan.

# APPENDIX A

## School Resource Office MOU



New York State  
Accredited Agency

### Office of the Sheriff

Genesee County, New York

William A. Sheron, Jr., Sheriff

Bradley D. Mazur, Undersheriff

August 24, 2021

RECEIVED

Mr. Patrick McGee, Superintendent  
Byron-Bergen Central School District  
6917 West Bergen Road  
Bergen, New York 14416-9747

Re: School Resource Officer MOU

Dear Mr. McGee:

Enclosed please find a fully executed Memorandum of Understanding between Byron-Bergen Central School District, the Genesee County Sheriff and the County of Genesee for a school resource officer on Byron-Bergen school campuses September 1, 2021, through August 31, 2022.

If you have any questions, please feel free to contact me at 585-345-3000 x3501.

Sincerely,

*William A. Sheron, Jr.*

William A. Sheron, Jr.  
Sheriff

was/cdp

Enclosure

**Sheriff's Office**  
165 Park Road  
Batavia, NY 14020  
(585) 345-3000  
FAX: (585) 343-9129

**Genesee County Jail**  
P.O. Box 151  
Batavia, NY 14021-0151  
(585) 343-0838  
FAX: (585) 344-2541

**Genesee Justice**  
14 West Main Street  
Batavia, NY 14020  
(585) 815-7821  
FAX: (585) 345-3095

**Justice for Children  
Advocacy Center**  
304 East Main Street  
Batavia, NY 14020  
(585) 344-8576  
FAX: (585) 345-3090

**Animal Shelter**  
3841 West Main Street  
Batavia, NY 14020  
(585) 343-6410  
FAX: (585) 345-3075

[www.co.genesee.ny.us/departments/sheriff](http://www.co.genesee.ny.us/departments/sheriff)  
e-mail: [Sheriff.Dep@co.genesee.ny.us](mailto:Sheriff.Dep@co.genesee.ny.us)





## MEMORANDUM OF UNDERSTANDING

The County of Genesee, the Genesee County Sheriff and the Byron-Bergen Central School District hereby express their commitment to a partnership that will establish and utilize a School Resource Officer (SRO) equipped with a marked Genesee County Sheriff's Office patrol vehicle on the Byron-Bergen school campuses.

This agreement shall commence on September 1, 2021, and shall terminate on August 31, 2022, unless extended by mutual agreement of the parties thereto. The compensation under this agreement shall be paid by the Byron-Bergen Central School District to Genesee County in the amount of **\$102,813.81\*** (see Addendum A) for the time period stated above.

*\* The yearly retirement and medical rates are not available until late fall; therefore, Addendum A includes 2021 rates for 2022.*

*Once all the rates have been confirmed, they will be modified, and, if applicable, the difference will be billed under a separate invoice or a credit will be applied.*

The County of Genesee, the Genesee County Sheriff and the Byron-Bergen Central School District agree that the mission and goals of the partnership are as follows:

- To maintain a safe, secure and uninterrupted learning environment for the staff and students at the Byron-Bergen schools.
- To make the Byron-Bergen Central School District safer for all children and staff by reducing school-related crime and by dealing with problems and issues identified in the student population.
- To promote respect for people and property.
- To teach the value of our legal system and the importance of student participation in supporting and improving it.
- To allow students access to the legal system and to bridge the gap between police officer and young people.
- To reduce juvenile crime by helping students formulate an awareness of rules and respect for authority and the justice system.
- To teach students how to avoid becoming a victim through self-awareness and crime prevention.

The Genesee County Sheriff and the Byron-Bergen Central School District agree to work to accomplish these goals.

P : | 1

The Genesee County Sheriff will provide the Byron-Bergen Central School District with a full-time Deputy Sheriff who will participate in school activities as a School Resource Officer. The School Resource Officer will be selected by mutual agreement between the Genesee County Sheriff and the District Superintendent of Byron-Bergen, or his/her designee. The School Resource Officer will follow the approved Byron-Bergen Central School District instructional calendar.

The Deputy Sheriff assigned to this duty shall be responsible to the Genesee County Sheriff and the chain of command established therein and shall be required to attend mandated annual firearms qualifications. In all school-related activities, the School Resource Officer shall work under the direction and guidance of the District Superintendent or his/her designee and, specifically, as listed below:

District-led Investigations: Alleged or possible violations of the Code of Conduct will be investigated by building principals, the Superintendent or their designees in accordance with the District's policies governing same ("District-led investigations"). A SRO may be tasked by building principals, the Superintendent or their designees to participate in District-led investigations, but will not lead those investigations. When the SRO is asked to participate and/or assist with District-led investigations, the SRO will not be acting in his/her capacity as a member of law enforcement. Parents/guardians do not need to be notified before their student is interviewed as part of a District-led investigation, even if a SRO is participating in the investigation.

Criminal Investigations: If, through the course of investigating alleged or possible violations of the Code of Conduct, building principals, the Superintendent or their designees learn that conduct may be criminal in nature, they will report such conduct to the SRO, who may initiate a separate criminal investigation ("Criminal Investigation"). When the SRO is asked to participate and/or assist with a Criminal Investigation, the SRO will be acting in his/her capacity as a member of law enforcement, and must meet the requisite Constitutional standards to conduct searches. If a SRO, the Sheriff's Office, and/or any other members of law enforcement initiates a Criminal Investigation

relating to a student's conduct, parents/guardians will be notified before their student is interviewed as part of that criminal investigation, unless an immediate risk of health and/or safety exists.

The partnership between the County of Genesee, the Genesee County Sheriff, and the Byron-Bergen Central School District will be evaluated by the District Superintendent (or designee) and the Genesee County Sheriff (or designee) on a regular basis. The School Resource Officer shall also meet regularly with school officials and supervisors in the Sheriff's Office for assistance and direction in decision making. The School Resource Officer will provide Byron-Bergen Central School District officials and the Genesee County Sheriff with monthly reports describing the activities that have been carried out.

The responsibilities of the School Resource Officer will include, but not limited to, the following job-related activities:

- Promote, provide and maintain an atmosphere of safety for students, faculty, staff and administrators.
- Serve as a law enforcement resource for students, faculty, staff and administration.
- Work to prevent crime, enforce laws, provide a positive police presence, enforce campus security and make security suggestions.
- Encourage, develop and foster communications and dialogue between students, the school community and law enforcement.
- Provide counsel for students and members of the school community experiencing school, family, legal or social problems.
- Address issues involving, but not limited to, alcohol, drugs, tobacco, peer pressure and sex prior to these issues manifesting themselves as problems.
- Serve as a positive role model for students.
- Offer career counseling in areas that involve criminal justice and law enforcement upon request.
- Assist the school in planning and implementing conflict resolution strategies.
- Respond immediately to school needs to ensure safety in times of crisis and provide appropriate follow through.
- Focus on issues and concerns in the school that will prevent potential problems from occurring.
- Meet the faculty, parents, students, and the community to present and discuss violence prevention strategies.

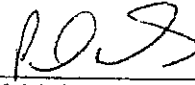
The School Resource Officer is assigned to the Byron-Bergen Central School District and will only be called away under exigent circumstances and will return to the Byron-Bergen Schools as soon as practical.

This agreement may be terminated upon thirty (30) days written notice by either party; and upon termination, the cost associated with any remaining accrued comp time by the School Resource Officer will be reimbursed to Genesee County by the Byron-Bergen Central School District.

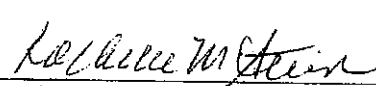
**FORCE MAJEURE:** In case by reason of force majeure either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement, if such party shall give notice and full particulars of such force majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied on, the obligations of the party giving such notice as far as they are affected by such force majeure, shall be suspended during the continuance of the inability then claimed, which shall be no longer than a reasonable time for the removal of the effect thereof. Such party shall endeavor to remove or overcome such inability with all reasonable dispatch. The term "force majeure", as employed herein, shall mean acts of God, strikes, lockouts or other industrial disturbances, acts of the public enemy, orders of any kind of the Government of the United States or of the State or any civil or military authority, insurrections, riots, epidemics, pandemics, landslides, lightning, earthquakes, fires, hurricanes, storms, floods, washouts, droughts, arrest, retraining of government and people, civil disturbances, explosions, partial or entire failure of utilities, shortages of labor, material, supplies or transportation, or any other similar or different cause not reasonably within the control of the party claiming such inability.

The School Resource Officer shall spend at least 75% of his/her time in and around the school campuses. The School Resource Officer will meet with school administrators on a regular basis, as needed through the program. The School Resource Officer will prepare a written evaluation of program activities every six (6) months and shall provide this evaluation to the District Superintendent and the Genesee County Sheriff. The evaluation will measure the program's success in achieving the stated goals and objectives and may create the basis for modifying the program. Program modifications shall be made only if mutually agreed upon by the Genesee County Sheriff's Office and the District Superintendent.


Dated:

7/6/2021  
Patrick McGee, Superintendent  
Byron-Bergen Central School District

Dated:

7/28/2021  
Rochelle M. Stein, Chair  
Genesee County Legislature

Dated:

7-14-2021  
William A. Sheron, Jr., Sheriff  
Genesee County Sheriff's Office

STATE OF NEW YORK }  
COUNTY OF GENESEE } SS:

On this 6<sup>th</sup> day of July, 2021, before me personally appeared PATRICK MCGEE, as District Superintendent of Byron-Bergen Central Schools, to me known, who being duly sworn, did depose and say that he has offices in the Town of Bergen, State of New York, the municipal corporation described in and who executed the foregoing Agreement; that he knows the seal of said County; that the seal affixed to said Agreement is such County's seal; that it was so affixed by order of the Genesee County Legislature; that he signed his name thereto by like order.

Patricia R. Gurnea  
Notary Public, State of New York  
Reg. No. 01LA6403727  
Qualified in Genesee County  
Commission Expires Dec 4, 2021

*Patricia R. Gurnea*  
Notary Public

STATE OF NEW YORK }  
COUNTY OF GENESEE } SS:

On this 18<sup>th</sup> day of July, 2021, before me personally appeared ROCHELLE M. STEIN, as Chair of the Genesee County Legislature, to me known, who being duly sworn, did depose and say that she has offices in the City of Batavia, State of New York, the municipal corporation described in and who executed the foregoing Agreement; that she knows the seal of said County; that the seal affixed to said Agreement is such County's seal; that it was so affixed by order of the Genesee County Legislature; that she signed her name thereto by like order.

*Pamela H. LaGrou*  
Notary Public  
Pamela H. LaGrou  
Notary Public, State of New York  
No. 01LA6403727  
Qualified in Genesee  
My Commission Expires 02/03/2024

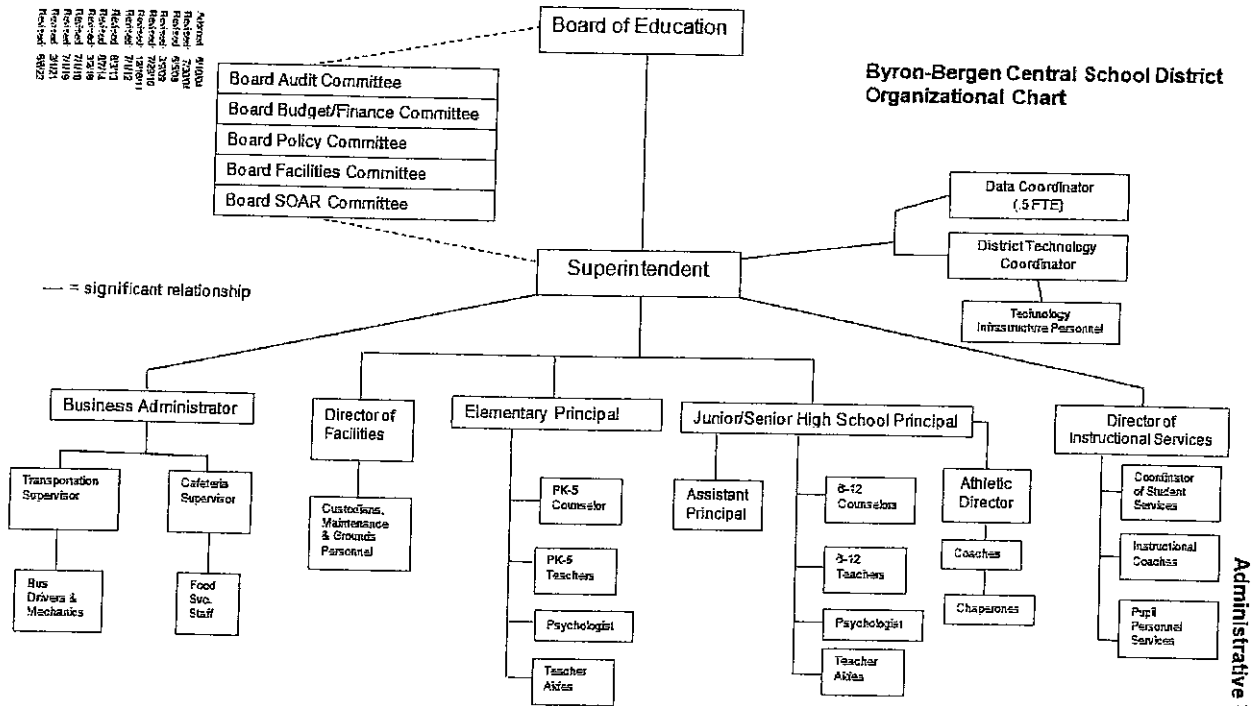
STATE OF NEW YORK }  
COUNTY OF GENESEE } SS:

On this 14<sup>th</sup> day of July, 2021, before me personally appeared WILLIAM A. SHERON, JR., to me known, who being by me duly sworn did depose and say that he resides in the County of Genesee, New York, and that he is the Sheriff of Genesee County, the municipal corporation described in and which executed the above instrument; that he is authorized to execute such instrument; and that he signed his name thereto by virtue of such authority.

CAROLYN ALANE DELLA PENNA  
Notary Public, State of New York  
No. 01DE6227112  
Qualified in Genesee County  
Commission Expires Aug 30, 2022

*Carolyn Alane Della Penna*  
Notary Public

# **APPENDIX B** **Byron-Bergen CSD Organizational Chart**



**NOTE: Administrators supervise their office staff.**

**Administrative Regulation 4211R**



**APPENDIX C**  
**Public Employer Health Emergency Plan**

Byron-Bergen Central  
School District

Public Employer Health  
Emergency Plan

Reviewed June 2022

Date of Approved Plan: May 11, 2021 Board of Education Adopted

This plan has been developed in accordance with NYS legislation S8617B/A10832.

## Table of Contents

Promulgation .....	1
Record of Changes .....	2
Purpose, Scope, Situation Overview, and Assumptions.....	3
Purpose.....	3
Scope .....	3
Situation Overview .....	3
Planning Assumptions .....	3
Concept of Operations .....	4
Mission Essential Functions.....	4
Essential Positions .....	8
Reducing Risk Through Remote Work and Staggered Shifts.....	9
Remote Work Protocols .....	9
Staggered Shifts.....	9
Personal Protective Equipment.....	10
Staff Exposures, Cleaning, and Disinfection .....	10
Staff Exposures .....	10
Cleaning and Disinfecting .....	12
Employee and Contractor Leave .....	12
Documentation of Work Hours and Locations .....	13

### Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of Byron-Bergen Office Personnel and Teachers' Aide Association, Byron-Bergen Administrators and Supervisors Association, Byron-Bergen Faculty Association, Byron-Bergen Non-Teaching Service Personnel Association Service Employees International Union, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

—

As the authorized official of Byron-Bergen Central School District, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day:

By: Mr. Patrick McGee

Signature: \_\_\_\_\_

Title: Superintendent

\*

## Record of Changes

Date of Change	Description of Change	Implemented by

## Purpose, Scope, Situation Overview, and Assumptions

### Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

### Scope

This plan was developed exclusively for and is applicable to Byron-Bergen Central School District. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

### Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe. The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations daily and as needed throughout the day
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

### Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

### Concept of Operations

The Superintendent of Byron-Bergen Central School District, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent of Schools.

Upon the determination of implementing this plan, all employees and contractors of Byron-Bergen Central School District shall be notified by email and District Messaging System with details provided as possible and necessary, with additional information and updates provided on a regular basis. All district employees, parents and guardians, and the Board of Education will be notified of pertinent operational changes by way of email and District Messaging System. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent or his/her designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Byron-Bergen Central School District, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Superintendent of Byron-Bergen Central School District, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

### Mission Essential Functions

When confronting events that disrupt normal operations, Byron-Bergen Central School District is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of Byron-Bergen Central School District

The Byron-Bergen Central School District has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for Byron-Bergen Central School District have been identified as:

Essential Function	Description	Priority
Superintendent of Schools	Oversees and plans. Assigns critical functions assuring compliance with all CDC, DOH, and NYSED requirements. Establishes communication with staff and parents to execute and standardize district goals. Establishes contacts to provide outside organizations with information relative to District plans to procedures. Communicates with the Board of Education directly.	1
School Business Administrator	Liaison for the Superintendent of Schools. Coordinates and supports the goals of the District with the Superintendent of Schools. Oversees the functions of the Business Office. Communicates directly with administration to assist with planning and daily functions to achieve District goals and maintain safety equipment and supplies.	1
Director of Instructional Services	Liaison for the Superintendent of Schools. Coordinates and supports the goals of the district with the Superintendent of Schools. Communicates directly with the administration to assist with planning and functions, ensuring that the needs of the district are being met. Reports to the Superintendent of Schools directly. Assists with CDC, DOH and NYSED regulations including oversight of NYS recording requirements and Nursing staff.	1
Administrators	Coordinates functions delegated by the Superintendent of Schools. Assigns tasks to facilitate and accomplish district goals. Oversees personnel assigned to tasks. Ensures critical functions are being performed as necessary. Provides regular progress reports on daily activities necessary to accomplish district goals. When directed by the	1

pg. 5



	Superintendent of Schools, the administration is responsible for communicating and updating employees in district policy. This includes cleaning regime, scheduling and any changes to these duties. Monitors and requests building safety equipment and supplies as needed.	
Director of Facilities	Coordinates functions with the Superintendent of Schools, Business Official, Administration and Staff. Responsible for staffing, maintenance activities, custodial duties including ordering supplies, training, scheduling to meet the needs of the district. Instructs and informs staff of district policy and procedures and methods of reporting and receiving issues and concerns that may affect or enhance safety procedures. Responsible for communication and updating employees in district policy, cleaning regime, schedules and constant changes to these duties. Maintains a current inventory of supplies and safety equipment and provides staff and services as needed. Inventory includes maintaining a cache of necessary supplies and equipment through reordering and replenishing stock so as not to fall short of critical supplies. Adjusts schedules to meet current needs, updates and trains staff on proper handling and use of tools and chemicals as per the manufacturer, CDC, DOL and DOH requirements. Coordinates deliveries and ensures delivery agents know and follow district policy when on site. Schedules outside maintenance activities. Ensures third party contractor know and follow all school, CDC, DOL and DOH policies while on school district property.	1
Custodians	Coordinates activities with and updates the Director of Facilities. The Director of Facilities and Custodians will oversee and ensure school buildings are being cleaned properly. Provides employees with proper direction for performing necessary cleaning equipment, cleaning products and protocols. Provides a direct line of communication from custodial staff to the Director of Facilities. Keeps records of and controls inventory. Coordinates all deliveries including deliveries from suppliers and deliveries to building staff. Assists with building schedules and arranging custodial staff and staff schedules to meet District needs. Responsible for communication and updating employees in district policy, cleaning regime, schedules and constant changes to these duties.	1
Business Office Team	Assists the Superintendent of Schools and Business Administrator with maintaining critical functions and Administration oversight. Provides needed guidance and advice with logistical and financial obligation; as well as record keeping. Provides purchasing support to ensure that necessary safety equipment and supply inventory can be maintained for education, maintenance, nursing and custodial functions.	1
Technology Department	Provides support to ensure critical infrastructure is in place to provide effective building support and educational support securely. Works directly with the Superintendent of Schools and Administration staff to ensure communication and internet stability. Provides the necessary equipment and approved software to staff and students to perform the functions of each necessary school sector to maintain building maintenance, day-to-day operations, and educational needs.	1

pg. 6

Nurses	Assists with the goals of the district. Provide medical insight and support to help maintain a healthy school population. Assists with planning and achieving district goals. Provides support and assistance to carry out orders from the Medical Director, CDC, DOH and NYSED regulations. Maintains a sanitary environment. Monitors quarantine area. Keeps accurate records. Makes immediate and necessary notifications to building administrators when necessary. Coordinated activities with parents. Offers guidance to building occupants and parents. Communicates regularly with the building administration and the Superintendent.	1
Clerical Team	Staff will continue to perform vital services as directed by the Superintendent of Schools and directed by their school administrator. The District will determine need based on individual circumstances and can be utilized in school or remotely. Administration will provide services necessary for staff to operate in a safe and clean environment on site. Administration will ensure all staff will be informed of and are required adhere to district safety policy while onsite. Administration will provide the necessary means and materials to safely and effectively work in a remote setting as well.	1
Building Maintenance Worker	Maintenance staff will perform vital services to keep and maintain essential equipment for onsite and remote learning. Maintenance staff and work will be overseen by the Director of Facilities. Staff will be informed of school procedures and adhere to all personal safety protocols required by the CDC, DOL (PESH), and DOH at all times. The Director of Facilities will supervise and schedule maintenance personnel for the purpose of keeping vital services operating and functional.	1
Cleaners	Custodial staff will work as directed by the Director of Facilities. The Director of Facilities will oversee and ensure school buildings are being cleaned properly. Building Administration will also assist with notification and information about building conditions and issues that need to be discussed or addressed. Custodial staff has received pandemic awareness training. Training provided essential information about communicable diseases. Training also included information about personal protective equipment, cleaning products, proper disinfection and sanitization and product use, product labels, Safety Data Sheets, and manufacturers' requirements for use. The district will provide custodial staff with the required personal protective equipment and cleaning supplies to maintain a safe working environment. Staff shifts and personnel will be scheduled accordingly based on the needs of the district. As with all staff, custodial personnel will follow district protocols as well as those required by the CDC, DOL (PESH), and DOH while providing services and on breaks.	2
Instructional Staff	The Director of Instructional Services will work with the Superintendent and Administration to determine the level of on-site education and or implement the District Remote Learning Plan.	1

pg. 7

Outside Contractors	Outside contractors will be scheduled and work will be performed with the oversight of the Director of Facilities. All outside contractors will notify the Director of Facilities when they arrive on-site. Outside contractors will be informed of district procedures and policy before they are allowed to work on the premises. Companies performing work on site will provide their employees with the proper PPE to comply with District policy. Outside contractors who do not or cannot work safely will not be allowed on district property.	3
Food Service	All Food Service operations will be determined by the School Business Administrator. All District protocols will be initiated by the District Food Service contractor.	1
Transportation	Transportation will provide services directed by the School Business Administrator. The Transportation Coordinator will supervise operations. The District will provide safe and secure transportation based on the needs of the District and learning environment. Protocols will be established and the Transportation Contractor has received proper training for cleaning and sanitizing buses. The Transportation Contractor will provide their employees with the training and proper PPE and disinfection equipment to effectively maintain the transportation fleet. Records will be maintained accurately to ensure bus safety procedures are being followed. The Transportation Coordinator will schedule staff and bussing pickup and drop off according to the needs of the district. The District will continually inform staff and parents of changes to procedures as necessary.	1
B.O.E	The Board of Education and Superintendent of Schools will develop and implement school policy and procedures.	1
Outside Deliveries	Deliveries will be coordinated with the Director of Facilities. The Director of Facilities will inform companies of District Policy and procedures in advance. All delivery agents will be required to notify the district prior to arrival at District and strictly adhere to district policy while on site.	3

### Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology	• Technology Coordinator	• The Technology Coordinator establishes all priorities for IT tasks and organizes staff.
	• IT Technicians	• IT staff members provide support in setting up hardware and software, network management, and help desk support

pg. 8

Administration and Oversight	Superintendent of Schools	The Superintendent is the decision maker for the entire district.
Operations	School Business Official	The School Business Official ensures all essential functions are maintained.
Education	Direction of Instructional Service	Director of Instructional Services determines the educational plan
Facilities	Director of Facilities	The Director of Facilities maintains the necessary level of cleaning and sanitizing
Administration	Principals, Assistant Principals	The Principals, Assistant Principals are the liaisons between student, families, and employees in the building
Cleaning and Sanitizing	Buildings and Grounds Staff, Custodians and Cleaners	Performs all cleaning and sanitization and necessary upkeep of the buildings
Support	Clerical Team	Provides necessary support for all Administrators
Health Services	Nursing	Directs all Health Services

### Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation

#### Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - d. Access to software and databases necessary to perform their duties
  - e. A solution for telephone communications
    - i. Note that phone lines may need to be forwarded to off-site staff

The Superintendent of Schools and the District Administrative Staff will determine the level of remote working for all district employees in conjunction with all NYSDOH guidelines.

#### Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Byron-Bergen Central School District will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

pg. 9

The Director of Facilities will work with the Superintendent of Schools or a designee to formulate a calendar that schedules employees based on the needs of the District.

### Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
  - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
  - a. PPE must be stored in a manner which will prevent degradation
  - b. Employees and contractors must have immediate access to PPE in the event of an emergency
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Director of Facilities will be responsible for insuring the proper PPE is available at all buildings for required applications. The District will work to ensure we maintain a six-month supply of PPE as directed above for all faculty and students. An extra supply of PPE will be available in the buildings for the Principals, Nurses or Custodial staff. The Byron-Bergen Central School District participates in the Genesee Valley Cooperative Bid Purchasing Agreement. It provides a comprehensive list of suppliers and products used for maintaining employee safety, disinfecting and sanitization protocols.

Surplus PPE will be stored in a dry, secure central location. Access to the surplus PPE can only be made by the Director of Facilities as this will ensure the accurate accountability of all supplies on hand. The Director of Facilities will be responsible for keeping accurate records and reporting.

### Staff Exposures, Cleaning, and Disinfection

#### Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

---

pg. 10

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 10 days or other current CDC/public health guidance for the communicable disease in question.
    - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
    - b. All necessary parties will be notified of staff exposure through contact tracing
    - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
  2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
    - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
    - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
    - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol. See the section on Cleaning and Disinfection for additional information on that subject.
    - d. If at any time they exhibit symptoms, refer to item B below.
    - e. The Superintendent of School or his/her designee, in the organization is the decision maker in these circumstances and who is responsible for ensuring these protocols are followed.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
  2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
  3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
  4. Byron-Bergen Central School District will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
  5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
  6. The Superintendent of School or his/her designee must be informed in these circumstances and who is responsible for ensuring these protocols are followed.

---

 pg. 11

- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
  1. Apply the steps identified in item B, above, as applicable.
  2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
    - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
    - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
    - c. See the section on Cleaning and Disinfection for additional information on that subject.
  3. Identification of potential employee and contractor exposures will be conducted
    - a. If an employee or contractor is confirmed to have the disease in question, the Superintendent of Schools or his/her designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
    - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

#### Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces daily and as needed throughout the day.
  - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected as per CDC/public health guidelines.
  - b. The Custodian under supervision from the Director of Facilities will coordinate and establish cleaning guidelines and schedules for all cleaners to cover the common areas listed above.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

#### Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which Byron-Bergen Central School District is committed to reducing the burden on our employees and contractors.

Provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Byron-Bergen Central School District, and as such are not provided with paid leave time by Byron-Bergen Central School District, unless required by law.

#### Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by Byron-Bergen Central School District to support contact tracing within the organization and may be shared with local public health officials.



## BYRON-BERGEN CENTRAL SCHOOL DISTRICT



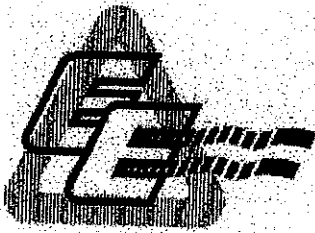
---

TO: PATRICK MCGEE, SUPERINTENDENT  
FROM: LORI PRINZ  
SUBJECT: 2022-23 NATURAL GAS BID RESULTS  
DATE: JULY 28, 2022  
CC: ROGER CALDWELL, RACHEL STEVENS, PATRICIA GUNIO

---

I am recommending that the Board of Education accept the recommendation of Energy Enterprises, Inc, our energy consultant, and agree to purchase natural gas through **UGI Energy Services under Option 1, Two-Year Basis rate of \$-0.047 for the period of September 1, 2022 through August 31, 2024.** The co-operative natural gas bid recommendation and results are attached.

We cannot lock-in with the bid until the Board of Education approves UGI Energy Services as the acceptable bid. Please add this to the August 11, 2022 agenda as new business. Once approved a purchase order has to be sent to the vendor as instructed by Energy Enterprises Inc.



# Energy Enterprises, Inc.

10 Mill Street, PO Box 182, Mt. Morris, NY 14510

Phone: (585) 658-4820 • Fax: (585) 658-4833

*"We don't sell power – We give it!"*

July 28, 2022

Ms. Lori Prinz  
School Business Administrator  
Byron-Bergen CSD  
6917 West Bergen Road  
Bergen, NY 14416

**RE: 2022/2023 Natural Gas Bid Review and Recommendation - RG&E Transport Account**

Dear Ms. Prinz,

We have examined the responses to the invitation to bid for natural gas received on 7/27/2022 at 1:00PM, covering the following: RG&E - Natural Gas Group. The following bidders submitted replies suitable for consideration: UGI Energy Services, Marathon Energy, and Empire Natural Gas.

The following is a brief overview of our process of review and the evaluation which seeks to identify the bidder and the specific pricing method that combine to produce the lowest estimated annual cost for you while minimizing the potential risks.

Our approach to bidding is directed toward reducing subjective evaluation to a minimum, while emphasizing objective criteria by which to measure prices and pricing techniques. The specifications are designed to combine low price with low risk and ultimately to provide you with the most suitable fit of price and risk.

The documents requested two different pricing options for both a one year and two-year agreements. The pricing options are as follows: (1) Index based pricing with a trigger option; and (2) Fixed pricing for 50% of the Scheduled Load with the balance to be billed at Index pricing. Below is a more detailed explanation about each of the methods being bid:

- (1) Index based pricing with trigger option. This natural gas is delivered on a firm or full plant requirement based on an approximate value of historical usage known as the Schedule A. The rate charged for the natural gas is the same for all gas used during a particular time frame as designated by the market, or possible executed trigger. Since the commodity price is subject to constantly changing market forces, cost projections are more difficult and therefore potentially less accurate if the rates are not locked. However, locking, when rates are projected to be stable or decrease, can also cause unwanted excess payments. Under this approach, the consumer takes on the least amount of risk when pricing is stable or in a decreasing mode.

- (2) Fixed pricing for 50% of the Scheduled Load with the balance to be billed at Index pricing. This option is newer to the bidding program. It is one that works well when there is a large amount of uncertainty in the market. We have seen in recent months that the energy field has become extremely volatile for several reasons. As such, this method allows us to lock in 50% of your estimated usage at a fixed price and let the balance of the load be billed the same as Option 1 above. This method helps protect large swings in budgets over the year, while also allowing for some fluctuations in pricing when prices decline.

In addition, with the significant climate variances that have been occurring, we feel that fixing 50% of the load would be the appropriate amount and not go higher.

In addition to the pricing options, we have asked for both a one-year term, as well as a two-year term. We have accepted two-year terms in the past when pricing looks to be less in the future over the full contract period. As the NYMEX has shown recently, rates do appear to be running less in the future so this option may provide some better pricing for us. We have attached a sheet depicting the NYMEX pricing as of 12:25pm on 7/26/2022 for your reference.

The attached spreadsheets quantify estimates for each pricing method and for each bidder utilizing your group's historical average consumption and the estimated NYMEX index based on the bid opening date.

In order to establish a "verifiable" variable price, a natural gas market index value, universally recognized in the industry, must be determined. The widely published NYMEX (New York Mercantile Exchange) Henry Hub "settlement price" for the particular month is specified for use as the base for indexed pricing in the bidding documents. Current monthly prices for the 2022/2023 bidding year were utilized in this analysis.

Each of the invited bidders has been pre-qualified through a uniform requirement for financial information, trade references and through historical working relationships.

#### RECOMMENDATION:

After careful analytical review and consideration of the received bid documents **we clearly recommend UGI Energy Services as your supplier of Natural Gas based upon the lowest responsible bid.**

We have been in contact with various marketers and are finding that the bids received are in fact very favorable, thus we do not recommend rebidding the purchase.

As for our recommendation in regards to which Option to go with, **we are recommending that you choose the Method 1-2 Year Lock-In for \$ 0.07 for the contract period September 1, 2022 through August 31, 2024.** In reviewing this choice, we see that the two-year rate is less than the one-year rate so we will benefit from the lower number for the full duration of the contract. In addition, when looking at the other methods, based on the long-term potential that the rates may drop a little, the 50% locking does not work at this time.

At this time, we do not see us locking prices for the upcoming year, but if something were to happen that has a major impact, the triggering option does exist within this bid. If triggering were to occur, we will have to remember to remain extremely diligent in establishing our volume usage numbers because if locking occurs, swing tolerance on locked months goes to 0% unless

we only lock a certain percentage of the load. Things to remember are if you had reduced the number of facilities being used, had recent expansions to a facility, implemented cogeneration equipment, as well as the possible use of alternative fuels. These items need to be addressed on a location-by-location basis and any changes should be noted prior to triggering the requested load.

As a quick synopsis, **we are recommending that you award the bid to UGI Energy Services**  
**with a 20% bid price increase of \$0.0019.**

An individualized spreadsheet illustrates your estimated natural gas commodity cost as a result of the bid and recommendation would be to issue a Purchase Order in the amount of \$ 97,038 from September 1, 2022 through June 30, 2023 and when appropriate, a Purchase Order in the amount of \$842 for the period July 1, 2023 through August 31, 2023. **Ultimately, we are very**  
**happy with the results considering the basis on the recommended rates has been established**  
**with the fact that we are being able to assist you for a two-year period.**

I would like to note that the average basis received over the past has been running at \$0.350 per decatherm. Thus, this basis is significantly below the average rate.

We have enclosed various additional documentation:

1. Sheet showing the actual NYMEX rates for the next two-years as of 12:25pm on 7/26/2022.
2. Calculation Sheets pertaining to the award recommendation for your specific location and accounts included in the bid.
3. Sample language which should be included in your purchase order (IF APPLICABLE). Please note in regards to your purchase order, since neither market prices nor the weather are predictable, the purchase order dollar value should be inflated by some percentage to cover those contingencies **(our recommendation would be in the 25% to 30% range)**.
4. For your information, we have attached a list of the marketers that received a copy of the Natural Gas bid.
5. Also attached (last two pages of the packet) is a highlight document that will need to be signed and returned to me, Confirmation Pages. This is just a confirmation sheet detailing the bid rate, as well as denotation of the contract duration. The estimated values listed are only values that the marketer utilizes since this is a firm bid, meaning that whatever you use is what you will be billed for. Since UGI is your current marketer, no additional forms will need to be completed.

If you have any additional questions regarding this matter, please do not hesitate to contact me.

Sincerely,

Scott E. Layton  
 Attachments

NYMEX

12/16/2022

12:26 PM

Sep-22	\$8.832
Oct-22	\$8.805
Nov-22	\$8.878
Dec-22	\$8.959
Jan-23	\$8.970
Feb-23	\$8.523
Mar-23	\$7.124
Apr-23	\$5.264
May-23	\$5.070
Jun-23	\$5.107
Jul-23	\$5.146
Aug-23	\$5.140
Sep-23	\$5.117
Oct-23	\$5.168
Nov-23	\$5.358
Dec-23	\$5.555
Jan-24	\$5.679
Feb-24	\$5.536
Mar-24	\$5.094
Apr-24	\$4.418
May-24	\$4.366
Jun-24	\$4.442
Jul-24	\$4.518
Sep-24	\$4.514

# R.G. & E Accounts - Byron-Bergen CSD, Perry CSD, and the Village of Geneseo

## Byron-Bergen CSD

Bid Group  
Bid Due

1045-001F  
12/1/22

### METHOD 12-12 Month Fixed Year

firm fixed based on firm with no escalation

#### Month

September  
October  
November  
December  
January  
February  
March  
April  
May  
June  
July  
August

AVG Group  
Base Bid

Index  
Base Bid

Index  
Base Bid

U-GI  
Energy

U-GI  
Energy

U-GI  
Energy

U-GI  
Energy

### METHOD 12-12 Month Fixed Year

firm fixed based on firm with no escalation

firm fixed based on firm with no escalation

#### Month

September  
October  
November  
December  
January  
February  
March  
April  
May  
June  
July  
August

AVG Group  
Base Bid

Index  
Base Bid

Index  
Base Bid

U-GI  
Energy

U-GI  
Energy

U-GI  
Energy

U-GI  
Energy





*"We don't sell power – We give power!"*

FAX: 585-494-2613

WE RECOMMEND THAT YOU INCREASE THE ABOVE AMOUNTS BY 25% TO 30% TO COVER ANY INCREASE THAT MAY OCCUR DUE TO THE ADJUSTMENTS AGAIN THE NATURAL GAS MARKET.

Energy Enterprises, Inc.



**LIST OF MARKETERS RECEIVING BIDS:**

Agera Energy  
Colonial Energy  
Columbus Energy  
Constellation  
Crius Eneergy  
Direct Energy  
Empire Natural Gas  
Energy Coop of America  
Energy Mark  
Mansfield Oil  
Mansfield Power and Gas  
Mirabuto Energy  
National Fuel Resources  
New Wave Energy  
NOCO Energy  
Santa Energy  
Sprague Energy  
U G I Energy Services  
World Energy

**UGI Energy Services, LLC**  
**Customer Confirmation Agreement**
**Fax No.**
**E-mail: kamborski@ugies.com**
**Offer Date: 07/27/2022**
**Customer: BYRON-BERGEN CENTRAL SCHOOL DISTRICT**
**Ref#: 00226938-1-41VZ3L**
**Local Utility: RG&E**
**Sales Rep: Kevin Amborski**
**Page: 1**

This Confirmation Agreement is between UGI Energy Services, LLC ("UGIES") and BYRON-BERGEN CENTRAL SCHOOL DISTRICT ("Customer") (together, the "Parties"), and is subject to the terms and conditions of that certain Master Natural Gas Sales Agreement ("Contract") to be executed by the Parties. If the Contract is not executed within 30 days of the Effective Date (defined below) of this Confirmation Agreement, UGIES' standard form Contract shall govern. If a conflict exists between the provisions of the Contract and this Confirmation Agreement, the provisions of this Confirmation Agreement shall govern.

**CUSTOMER DISCLOSURE STATEMENT**
**PRICE:** See the Contract Price Section, below.

**CONTRACT TERM AND SALES PERIOD(S):** Service under this Confirmation Agreement shall commence on the first day of the billing cycle of the Sales Period specified below, or such date thereafter as service is authorized by the Local Utility, and shall remain effective for the duration of the Sales Period through and until the last day of the Sales Period, or such date thereafter as authorized by the Local Utility. The term of the Contract shall continue until either Party receives written notice of termination from the other Party specifying a termination date that is no earlier than 30 days after the date of the written notice, with such termination to be effective on the specified termination date or such date thereafter as authorized by the Local Utility. Notwithstanding such notice, however, this Contract shall remain effective for the duration of the Sales Period specified in this Confirmation Agreement.

**SALES PERIOD:** September 2022 through August 2024

**TERMS OF RENEWAL:** In the absence of agreement regarding pricing for any extension of service beyond the Sales Period specified in the most recent Confirmation Agreement, gas delivered for Customer's account shall be billed at current market prices at the Point of Delivery.

**PROCESS FOR CONTRACT RESCISSION BY CUSTOMER:** Customer may rescind the Contract upon thirty (30) days' written notice to UGIES. Upon receipt of Customer's rescission notice, UGIES will resell, liquidate or cash out all gas purchased previously for Customer's account (the "Liquidation Quantity") in a commercially reasonable manner. If the Contract Price is greater than the price UGIES receives in selling, liquidating or cashing out gas purchased for Customer's account, the negative difference, including UGIES' costs to unwind or liquidate any related financial hedges, shall be charged to Customer, and Customer agrees to pay such charges. Notwithstanding the foregoing, residential customers may rescind this Contract without charge or penalty within three business days after its receipt without any obligation.

**AMOUNT OF TERMINATION FEE:** There is no termination fee other than the reimbursement of any liquidation losses described above.

**AMOUNT OF LATE PAYMENT FEE:** Any unpaid amounts shall accrue interest from the due date at the rate that is the lesser of 1 1/2 % per month or the maximum lawful rate.

**CONDITIONS THAT MUST BE PRESENT FOR SAVINGS TO BE PROVIDED:** This contract constitutes a normal business agreement between the Customer and UGIES. There is no guarantee of savings to the customer.

*The conditions that are presented in this Customer Disclosure Statement are exhibited for emphasis and clarity. These items are consistent with the terms and conditions of both the Contract and Confirmation Agreement and may be repeated within the Contract and/or the Confirmation Agreement.*

**NATURE OF SERVICE:** UGIES' obligation to deliver and sell, and Customer's obligation to accept and purchase the Contract Quantity of natural gas ("Gas") at the Point of Delivery is Firm.

**SALES PERIOD:**

**CONTRACT QUANTITY (at Point of Delivery):** UGIES shall deliver and invoice Customer for the requirements of Customer's facilities for the account(s) covered hereunder. Initial orders for Customer's account(s) were based on the following Customer's Gas usage:

Month	Dth @ City Gate	Month	Dth @ City Gate
September 2022	154	September 2023	154
October 2022	698	October 2023	698
November 2022	1433	November 2023	1433
December 2022	1909	December 2023	1909
January 2023	2403	January 2024	2403
February 2023	2064	February 2024	2138
March 2023	1676	March 2024	1676
April 2023	1106	April 2024	1106
May 2023	501	May 2024	501
June 2023	164	June 2024	164
July 2023	95	July 2024	95
August 2023	70	August 2024	70

**Account Numbers:** R0200060169455

**CONTRACT PRICE (at Point of Delivery):**
**Base Quantities:**

The Contract Price is equal to the [REDACTED] The Commodity Price shall be determined as follows:

1. The settlement price for Natural Gas Futures Contracts - Henry Hub traded on the New York Mercantile Exchange (NYMEX) for the last day of trading for the prompt month (e.g., August 29, 2022 was the last day of trading for September 2022 NYMEX Natural Gas Futures Contracts).

**OR**

2. Customer may request UGIES to fix the Commodity Price for any future month(s), for all or a portion of the Base Quantity, at the price NYMEX Natural Gas Futures Contracts - Henry Hub are being traded. UGIES will accept and confirm Customer's request for the time period permitted under UGIES' risk management policies, provided that the future month(s) and Gas quantities requested by Customer are being actively traded at the price requested by Customer. Confirmation will be reflected in an Addendum to this Confirmation Agreement.

**UGI Energy Services, LLC**  
**Customer Confirmation Agreement**
**Fax No.**
**E-mail: kamborski@ugies.com**
**Offer Date: 07/27/2022**
**Customer: BYRON-BERGEN CENTRAL SCHOOL DISTRICT**
**Ref#: 00226938-1-41VZ3L**
**Local Utility: RG&E**
**Sales Rep: Kevin Amborski**
**Page: 2**
**POINT OF DELIVERY: RG&E ("Local Utility") City Gate**
**NOMINATION PROCEDURE: UGIES shall schedule the Contract Quantity stated above.**
**SPECIAL CONDITIONS: Price quoted does not include LDC pass-through charges.**
**TERMS AND CONDITIONS:**

1. During the Sales Period, UGIES shall be Customer's sole supplier of Gas for the accounts identified above. Customer authorizes UGIES to act as its agent for handling all Gas scheduling matters with Local Utility.
2. Service under this Confirmation Agreement shall commence on the first day of the billing cycle of the Sales Period specified above, or such date thereafter as service is authorized by the Local Utility, and shall remain effective for the duration of the Sales Period through and until the last day of the billing cycle of the Sales Period, or such date thereafter as authorized by the Local Utility.
3. The Contract Price quoted above is based on Customer's estimated usage of Gas for the accounts shown. If a material change in Customer's Gas usage at its facilities occurs for reasons other than variations in weather (including, but not limited to, the shut-down of any existing facility, the opening of any new facility, installation or removal of equipment or changes in operating times or processes), then UGIES may charge Customer current market prices at the Point of Delivery for Customer's increased Gas usage and may assess liquidation charges to Customer calculated under current market prices at the Point of Delivery for Gas that Customer failed to consume.
4. The Contract Price stated above includes charges for upstream pipeline capacity assigned to Customer's account and paid by UGIES to the Local Utility, which charges are based on the maximum tariff rates applicable to the capacity assigned. To the extent that Local Utility changes the cost recovery mechanism for pricing assigned capacity, including the use of the Local Utility's weighted average cost of capacity to determine the capacity charges, and such change results in an increase to the capacity charges paid by UGIES to Local Utility during the Sales Period specified above, UGIES shall directly bill a ratably allocated portion of such increased capacity charges to Customer and Customer agrees to pay such increased capacity charges.
5. In the event that: (i) UGIES is assessed any new or increased pool fees, transportation rates, balancing charges or storage charges that are not already included in Customer's Contract Price, by either the Local Utility or a pipeline used by UGIES to deliver Customer's Gas to the Point of Delivery (with either referred to herein as a "Transporter"); or (ii) such Transporter adopts any other changes in its requirements during the term of the Contract that result in a direct increase in cost to UGIES in providing service to Customer, UGIES may pass through a ratably allocated portion of such fees and charges to Customer on a monthly basis and Customer agrees to pay such fees and charges.
6. Once executed and returned by Customer, this Confirmation Agreement shall be effective ("Effective Date") between the Parties; provided however, UGIES reserves the right to adjust the Contract Price after the Effective Date to reflect changes in commodity and/or basis prices between the time the Confirmation Agreement is provided by UGIES to Customer and when it is executed and returned by Customer. UGIES will send to Customer an amendment to this Confirmation Agreement reflecting any final price adjustment.
7. If service under this Confirmation Agreement or any designated account is terminated early for any reason, UGIES will be authorized to sell any Gas purchased for Customer's account. Any loss on such sale will be charged to Customer, and any gain on such sale will be credited to Customer.
8. In the absence of agreement regarding pricing for any extension of service beyond the Sales Period specified above, Gas delivered for Customer's account shall be billed at current market prices at the Point of Delivery for the remaining term of the Contract.
9. Customer and UGIES agree to keep all terms of this Confirmation Agreement proprietary and confidential.

**Check the box that applies:** The Customer has a tax exemption from state sales tax under the state law in which the Customer's facility or facilities served under this Confirmation Agreement is/are located. ☐ Yes ☐ No If Yes, Customer shall furnish to UGIES the tax exemption certificate to evidence such exemption.

Please sign and return one copy of the Confirmation Agreement to UGIES to the fax number or e-mail address set forth above. IN WITNESS WHEREOF, the Parties have caused this Confirmation Agreement to be executed by their duly authorized representatives as of the respective dates set forth below.

**CUSTOMER: BYRON-BERGEN CENTRAL SCHOOL DISTRICT**
**UGI ENERGY SERVICES, LLC**
**BY:**

Shaun Hart

**TITLE:** Vice President -- Commodity Marketing, Growth and Retention

**DATE:**

**Customer Information:** UGIES is licensed to provide gas supply and related services in the State of New York. The rights and obligations of Customer with respect to the services provided by UGIES are protected by the terms and conditions of the Contract. Should Customer have any questions or require additional information regarding the Contract, Customer can contact the Director of Customer Service at UGIES at 800-427-8545. Customer should call Rochester Gas & Electric Corporation at 585-771-6779 in the event that a gas leak or service outage occurs. Buyer may also request information from the New York State Public Service Commission at: Office of Consumer Education & Advocacy, 3 Empire State Plaza, Albany, NY 12223. The New York Public Service Commission can be reached by phone at 1-800-355-4418 or through its website at <http://www.dps.state.ny.us>

# RESOLUTION TO CONFIRM TAX ROLLS AND AUTHORIZE TAX LEVY

RESOLVED, that the Byron Bergen Central School District levy a tax of \$9,183,231 on the taxable property in the District, and the following resolution be adopted, to wit:

WHEREAS the Board of Education has been authorized by the voters of this district at the Annual Meeting on May 17, 2022 to raise for the current budget the necessary tax,

THEREFORE, BE IT RESOLVED, that the Board of Education fix the equalization tax rates and confirm the extension of the taxes as they appear in the following described rolls:

Town/Village	Taxable Assessed Value	Equalization Rate	Tax Rate Per M of Assessed Valuation
Batavia	\$11,890,419	100.00%	\$20.958885
Bergen	\$207,444,727	100.00%	\$20.959188
Byron	\$124,454,060	100.00%	\$20.959138
Elba	\$2,070,628	100.00%	\$20.958883
LeRoy	\$7,615,167	83.00%	\$25.251669
Stafford	\$53,229,502	100.00%	\$20.958885
Riga	\$29,926,559	100.00%	\$18.767533
Sweden	\$52,647	100.00%	\$18.767451
Clarendon	\$2,848,701	100.00%	\$20.958886

AND BE IT FURTHER DIRECTED, that the tax warrant of this board, duly signed shall be affixed to the above-described tax rolls authorizing the collection of said taxes to begin September 1, 2022 and end October 31, 2022 giving the tax warrant an effective period of 61 days at the expiration of which time the tax collector shall make an accounting in writing to the Board. If payment is not made by the specified dates, unpaid taxes will be returned to County of Genesee, County of Monroe and County of Orleans where a penalty will be computed and added to the Town and County tax bill, effective January 1, 2023

AND IT IS FURTHER DIRECTED THAT the delinquent tax penalties shall be fixed as follows:

1<sup>st</sup> month free period,

2<sup>nd</sup> month interest of two (2) percent added

August 11, 2022

BYRON BERGEN CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION  
RESOLUTION REGARDING SEQRA DETERMINATION

WHEREAS, the Byron Bergen Central School District Board of Education (the "Board") has considered the impact to the environment of following Scope of Work to be completed:

1. Byron Bergen SMART Schools Bond Act Project (SED # 18-07-01-00-04)

SCOPE OF WORK SUMMARY

Installation of Emergency Classroom Communication including Voip phone system, upgrade of existing network switching and wifi access points and expansion of video security and exterior door security system to update and enhance district assets.

WHEREAS, the Board has reviewed the Scope of Work set forth above as one Proposed Action, and has further consulted with its Architects and legal counsel with respect to the potential for environmental impacts resulting from the Proposed Action;

WHEREAS, the Board has relied on the statement of facts contained in the State Education Department Project Descriptions (Form FP-PD) and reviewed the Proposed Action with respect to the Type II criteria set forth in 6 NYCRR Part 617 of the Environmental Conservation Law, Article 8 ("SEQRA") and concluded that the project involves:

- Maintenance or reconstruction involving no substantial changes in an existing facility or structure (6 NYCRR §617.5(c)(1));
- Replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes (6 NYCRR §617.5(c)(2));

THEREFORE, BE IT RESOLVED, by the Board as follows:

1. The Proposed Action, individually and cumulatively, does not constitute substantial changes to the existing facilities and involves routine activities of educational institutions, and, therefore, does not exceed the thresholds for a Type II Action established under 6 NYCRR Part 617.
2. The Board hereby determines the Proposed Action is a Type II action in accordance with SEQRA regulations.
3. No further review of the Proposed Action is required under SEQRA.
4. This resolution shall be effective immediately.